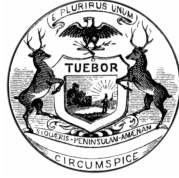


**94<sup>TH</sup> JUDICIAL DISTRICT COURT**  
310 Ludington Street, Suite 116, Escanaba, MI 49829  
Telephone: (906) 789-5107 Fax: (906) 789-5130



STEVEN C PARKS  
DISTRICT JUDGE

MARK HAGER  
MAGISTRATE

EMILY A DESALVO  
ADMINISTRATOR

**POSITION VACANCY ANNOUNCEMENT**

POSITION:                **DEPUTY CRIMINAL CLERK**

DIVISION:              94<sup>TH</sup> DISTRICT COURT – DELTA COUNTY

SALARY:                 \$13.36/hr – 37.5 hr work week

REPORTING  
RELATIONSHIP:        94<sup>TH</sup> DISTRICT COURT JUDGE

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**GENERAL**

**SUMMARY:** Under the supervision of the District Court Judge and the Court Administrator, the Deputy Criminal Clerk performs a variety of clerical tasks involved in the processing of criminal matters. It includes, but is not limited to, recording criminal complaints, providing assistance and direction on court matters to attorneys, law enforcement agencies and the general public, collections, and reviewing files for court action and processing.

**EXPERIENCE & EDUCATION REQUIREMENTS:**

Minimum: Associate's degree from an accredited university or college with major coursework in social sciences, criminal justice, para-legal, office management or a related field.

Preferred: Professional office experience preferred. Skills in time management and multi tasking. Working knowledge of Michigan judicial branch structure and functions.

**DEADLINE TO APPLY:** August 23, 2018 @ 4pm

**Interested persons should submit – via email or hard copy – a letter of interest and resume to: Court Administrator Emily A DeSalvo, 310 Ludington St. Escanaba, MI 49829 / [edesalvo@deltacountymi.org](mailto:edesalvo@deltacountymi.org)**

## 94<sup>th</sup> DISTRICT COURT - JOB DESCRIPTION

**JOB TITLE:** Deputy Criminal Clerk

**Non-Exempt**

**DEPARTMENT:** District Court

### GENERAL SUMMARY

Under the direct supervision of the Court Administrator and Judge, the Deputy Criminal Clerk performs a variety of clerical tasks involved in the processing of criminal matters. It includes, but is not limited to, recording criminal complaints providing assistance and direction on court matters to attorneys, law enforcement agencies and the general public. Collects and receipts in money and provides counter assistance. Reviews files for court action and processes criminal cases. Assists in other general office tasks within the District Court as directed by the Judge and Court Administrator.

### PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Acting secretary to all District Court Criminal Matters.
2. Responsible for entering criminal complaints into District Court Software Systems.
3. Controls and screens incoming phone calls, determining urgency, redirecting inquiries to appropriate persons, and when possible providing information.
4. Compiles criminal case file statistics and prepares reports for SCAO.
5. Pulls appropriate paperwork for court proceedings and maintains record of the Court files for the Judge.
6. Assists in duties of record checks and criminal histories for court proceedings.
7. Is cross trained with District Court clerical staff for fill in duties as directed by the Judge or Court Administrator.
8. Is in constant contact with Court Personnel, Law Enforcement, Attorneys, Defendants, and the general public, requiring appropriate tactfulness, respect, and confidentiality.
9. Fills in as Court Reporter for hearings when needed.
10. Responsible for pulling case files for Judge's docket and distributing docket to Court Staff and attorneys.
11. Responsible for collections on criminal cases.
12. Assists in other duties within the District Court department as assigned by the Judge or Court Administrator.

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Knowledge, skills, and abilities acquired through the completion of an Associate's Degree from an accredited college or university in the field of criminal justice, social service, para-legal, or a related field.
2. Must possess writing skills necessary to complete reports for use by the Court and other professionals.
3. Must possess all communication and negotiation skills necessary to elicit information from clientele as well as communicate needs of clientele to other service providers.
4. Requires analytical abilities and interpersonal skills necessary to handle a diverse group of professionals, both within the organization as well as externally at all levels of county government.
5. Requires planning, organizational, and time management skills necessary to prioritize a varied workload, prepare reports, and meet deadlines as directed.
6. Requires analytical decision-making skills and problem solving skills in order to deliver services and meet departmental policy and procedures relative to the performance of the position.
7. Requires all fact finding ability in order to complete reports and comply with applicable statutes.
8. Ability to transport oneself in order to accomplish job performance requirements as dictated by District Court.
9. Requires working knowledge of Michigan Statutes, and local practice of District Court. Can be learned once employed.
10. Require working knowledge of Word and Excel necessary to meet departmental deadlines.
11. Ability to work independently in order to plan and effectively carry out all the tasks necessary to complete daily assignments.
12. Must possess or be able to obtain a Certified Electronic Operator certification or higher from Michigan Court Reporting/Recording Board of Review.
13. These requirements may be modified at the discretion of the District Court Judge on a case by case basis.
14. The Judge reserves the right to verify qualifications through state administered testing.

THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT OF AND REQUIREMENTS FOR THE PERFORMANCE OF THIS JOB. IT IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS. THE PRINCIPLE DUTIES OF RESPONSIBILITIES ENUMERATED ARE ALL ESSENTIAL JOB FUNCTIONS EXCEPT FOR THOSE THAT BEGIN WITH THE WORD **MAY**.

**PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS**

Sitting, talking, hearing, far vision, near vision, handling (manipulating objects with the hands in a low level), fingering (working with the fingers, i.e., to type) are present 75% or more of the time. Reaching (extending the hands or arms), lifting an object less than 10 pounds, carrying an object less than 10 pounds are present about 50% of the time. Standing, walking, carrying an object 20 to 40 pounds is present about 25% of the job. Stooping, climbing stairs is present 10% of the time. Kneeling, crouching, bending/twisting, pushing an object 20 pounds or less is required in unusual or non-routine situations. Crawling, running, swimming, grappling, climbing, balancing, feeling (using touch in fingers), lifting objects 10 pounds or more, carrying objects 40 to 100 pounds, pushing or pulling objects 21 pounds or more are not required.

**WORKING ENVIRONMENT WHILE PERFORMING THE ESSENTIAL FUNCTIONS**

Normal office environment where there is no exposure to hazards of dust, noise, temperature and the like 90% of the time. Over 75% of the work time is spent inside protected from weather conditions. About 10% is outside where there might be very low temperature or very high temperature, wet or humid conditions occurs about 10% of the time or less. Extreme temperature changes, hot or cold, wet or humid, noise level (minimum 90 decibels), physical injury or attack from a defendant is present in unusual circumstances only. Vibrations, hazards from mechanical, electrical, chemicals, burns, explosives, radiant energy/radiation, heights above 12', injury from fast moving vehicle, atmospheric conditions ( i.e, fumes, odors, dust, poor ventilation), or physically confined worksite are not present.

**EQUIPMENT USED TO PERFORM THE ESSENTIAL FUNCTIONS**

Copy machine, computer terminal, personal computer, facsimile machine, printing equipment, telephone. Transportation sufficient to accomplish job objectives will be needed.

**REPORTING RELATIONSHIPS**

**Reports To:** Court Administrator  
**Directs Work Of:** None/Individual Contributor

**HIRING CONTINGENCY**

After an offer of employment is extended to a specific candidate, said candidate’s hiring is contingent upon the candidate passing a criminal background check, drug test, and passing a physical.

**BLOOD BORNE PATHOGEN RISK CODE:** Yes

RECEIPT AND APPROVAL

\_\_\_\_\_  
Employee Name (Print)                      Employee Signature                      Date

\_\_\_\_\_  
Name (Dept. Hd./Elected)                      Title                      Date