

**Chief Deputy Circuit Court Records**

**GENERAL SUMMARY**

Primary function of the job is to maintain court files as determined by the Michigan Supreme Court Case File Management Standards and supervise clerical staff of the Circuit Court Records office under the direction of the County Clerk and perform a variety of complex clerical operations requiring specialized clerical knowledge of Michigan Law, Michigan Administrative Rules, and Vital Statistic requirements. Work includes making frequent decisions in accordance with departmental policies and research of statutes and Court rules. Work is performed independently within established policies, procedures and legal guidelines and may be reviewed by the County Clerk.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require travel by the employee in the employee's own vehicle. May be required to work on-call in an emergency.

**PRIMARY DUTIES AND RESPONSIBILITIES** (may include but are not limited to the following)

- Serves as the chief deputy and second-in-command for the County Clerk's Circuit Court Records office and the Vital Records/Election office if needed, which includes training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with the department's and County's objectives.
- Acts on behalf of the Department Director to direct, manage, administer, monitor, and oversee all operations and activities of the department in a manner that conforms to the mission, goals, and objectives of the County. Participates in the work of subordinate employees as necessary. Ensures the smooth, harmonious, and successful operations of the department.
- Provides comprehensive customer service, including delivery of accurate, prompt, and courteous assistance on complex policies, guidelines, and standard practices to internal and external customers, both verbally and in writing. Investigates and resolves complaints and concerns from customers and constituents.
- Assists the Department Director/Elected Official with developing strategic plans for the department, including evaluating operations and functions, developing business plans and strategic initiatives, generating ideas and plans for improvements, developing and implementing new procedures and policies, assessing staffing needs, analyzing financial and operations data, and related activities.
- Participates in the preparation of the department's annual budgets of County Clerk, Circuit Court Records, Elections and Jury Board; reviews financial reports to ensure adherence to budget; prepares budget adjustments; reviews and authorizes accounts payable/receivable activities; manages assigned accounts and funds. Assists with other financial functions and responsibilities specific to the department, which may include fundraising, seeking additional funding methods, managing grants, etc.
- Under the guidance of the Department Director/Elected Official, manages contracts with vendors and contractors. Develops requests for proposal/price packages, selects vendors/contracts, specifies contract terms, provides direction to and oversees/evaluates the work of vendors/contractors.
- Collaborates with County leadership, other County departments, representatives of

other jurisdictions/agencies in order to establish and maintain optimal department operations and appropriate services to constituents and customers.

- Develops requests for proposal/price packages, selects vendors/contracts, specifies contract terms, provides direction to and oversees/evaluates the work of vendors/contractors.
- Supervises and participates in the entering, checking, and verifying of docket information and other data
- into established spreadsheets, databases, or computer systems.
- Attends State Court Administrator Office (SCAO) meetings and record retention meetings.
- Supervises and participates in filing pleadings utilizing established procedures.
- Compiles lists of scheduled jury trials requiring a jury pool; creates related documentation for attorneys and creates jury pool listings.
- Interprets and assists in the drafting of policies and procedures within area of expertise.
- Processes, compiles, researches, and analyzes information, and prepares and verifies reports, correspondence, and other documents utilizing applicable software, within established procedures.
- Sorts, files, and maintains materials and filing systems (paper, computer or imaging), retrieves file materials, and keeps a record of file movement.
- Performs basic mathematical calculations to balance, reconcile, and maintain records.
- Schedules and maintains department calendars.
- May perform other support staff functions as requested.

**EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

Bachelor's Degree in legal studies or a related field. Grand Traverse County would also consider a combination of both education and experience working in a Circuit or Family Court environment.

**CERTIFICATIONS, LICENSES** (minimum requirements)

- Must have valid driver's license and personal vehicle insurance and must maintain eligibility to driver as per the County's Vehicle policy.
- Notary Public designation.

**CONDITIONS OF EMPLOYMENT** (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

**DISTINGUISHING CHARACTERISTICS**

Work involves gathering and analyzing information to determine the best course of action, based on general guidelines or rules of operations, involving the use of judgment to choose alternatives, many of which may be correct, but one is better than another depending on

the situation. Errors at this level could lead to minor inconvenience and consequences that may not be obvious outside the work unit. Errors will have little effect on service to the public and may result in limited financial impact or cost.

Compared to the County Clerk, does not have full authority and responsibility for department operations.

**PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

- Work is performed in an office environment
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel
- May be required to lift/move up to 50 pounds (such as a box of paper)
- May be required to work directly with criminal suspects or prison inmates.

**KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES** (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Specialized knowledge of legal, Circuit Court, and Michigan laws, principles, practices, proceedings, and rules.
- Specialized knowledge and ability to use of personal computer software, including spreadsheets and word processing
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners, and telephones
- Skilled in researching and resolving problems in order to ensure compliance
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of basic supervisory and employee management principles.
- Knowledge of applicable employee rights, protections and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Ability to understand managerial policies and prioritize the needs of the unit.
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to develop, layout and implement clerical procedures and operations from general instructions
- Ability to detect basic errors and make corrections as directed and under established procedures
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to use County resources effectively and efficiently
- Must not have been convicted of a felony or crime that might question the integrity as Clerk of the 13th Circuit Court or as an election leader. Oath of allegiance to U.S. Constitution and State of Michigan Constitution required. Approval of appointment by Chief Judge of Circuit Court required.