



GRAND TRAVERSE COUNTY, MI JOB DESCRIPTION

Circuit Court Specialist

GENERAL SUMMARY

Primary functions of the job are to provide customer assistance and complex and varied legal and financial functions related to Circuit Court programs. Employees in this job have no formal supervisory role, however, may train, guide, or lead employees in the designated work unit.

Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

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.

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

- 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.
- Creates and maintains filed cases in applicable computerized systems, including the assignment of appropriate Judge.
- Enters and checks information and data into established spreadsheets, databases, or computer systems.
- Schedules and maintains calendars for conference orders, court rooms, and court reporters.
- Prepares case evaluations.
- Transcribes dictation, conferences, and interviews.
- Performs a variety of routine research in order to locate information regarding court cases or proceedings.
- Assembles information into proper form, files with appropriate court, and maintains control over the flow of documents, records, and files.
- Processes, monitors, and verifies customer billings and payments within established procedures.
- Processes Notice of Right to timely Appeals and requests court appointed counsel.
- Monitors and maintains appropriate levels of supplies and materials in support of unit operations and activities.
- May perform other support staff functions as requested.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Graduation from High School, or G.E.D.
- Two to four years directly related experience
- College level course work in a related field may substitute for up to one year of experience

CERTIFICATIONS, LICENSES (minimum requirements)

None required

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 evaluating the relevance and importance of theories, concepts, and principles and developing different approaches or tactical plans to fit specific circumstances. Guidelines may exist, but are flexible and open to considerable interpretation requiring independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction, affect others outside of a department and may require the intervention of an agency head to resolve.

Compared to the District Court Specialist classification, work requires more experience and more knowledge (at entry) regarding legal proceedings and court procedures. Also, work typically focuses on multiple subject areas.

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 Circuit Court principles, practices, and proceedings
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Specialized knowledge related to the department or function
- Ability to detect errors, determine causes, and make corrections as appropriate
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners and telephones
- Skill in use of personal computer software, including spreadsheet development and word processing
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.



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- Skilled in researching and resolving problems in order to ensure compliance
- Ability to develop, layout and implement clerical procedures and operations from general instructions
- Ability to explain complex policies and processes in layman's terms
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Able to use County resources effectively and efficiently