

**JUDICIAL SECRETARY/ASSIGNMENT CLERK/
ALTERNATIVE DISPUTE RESOLUTION CLERK
PART TIME - 15 HOURS PER WEEK**

SUMMARY

Under general supervision, performs legal secretarial functions for the Circuit Court Judges. Includes: scheduling, maintaining and coordinating the court docket, transcribing legal dictation, screening callers and visitors, scheduling hearings, appointments and other administrative/clerical support activities. Also maintain alternative dispute resolution files, send notices for and control over all file requirements. Also update law library and submit/track bills.

SUPERVISION RECEIVED

Works under the direction of the Circuit Court Judges.

SUPERVISION EXERCISED

None.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Serves as secretary to the Judges, typing legal and confidential material, organizing, coordinating and processing information, maintaining Court files and records, scheduling appointments, transcribing legal dictation, drafting correspondence and legal documents for judicial review and signature. Compose correspondence in response to a problem or routine inquiry as authorized and directed.
2. Provides information and assistance to attorneys, law enforcement personnel, organizations, agencies, officials and the general public regarding Court policies and procedures. Receives calls and visitors, determining the amount and type of information to provide and whether the Judge's attention to a matter is required. Responds to inquiries within the scope of authority and refers others to the proper source.
3. Develops and maintains office filing system. Includes creating individual files for cases heard by Judges with copies of orders, opinions, correspondence and other documentation. Also has primary responsibility for security of such files.
4. Schedules all matters and proceedings coming before the Court, considering the number and types of cases that may be processed in a given time period. Ensures that files are present and ready for Court action; coordinates scheduling with attorneys, law enforcement authorities and other participants. Also responds to inquiries regarding the Court schedule and related matters.

5. Receives and reviews requests for adjournment of scheduled cases, evaluates need and potential impact on Court schedule, grants or denies adjournments based upon established Court policy for routine requests and seeks judicial approval in sensitive cases. Notifies parts of adjournments or other changes when they are made by the Court.
6. Assists in courtroom procedures by completing proper documents, marking Court files, and maintaining accurate case activity records. Operates computer terminal, entering and updating Court actions on all case files and performing other duties as required.
7. Prepares and submits various reports as required by the State Court Administrator's Office.
8. Maintains progress records of criminal cases from arraignment to trial, notifies Judges of special problems if delays are encountered.
9. Prepares and processes documentation related to Court ordered Alternative Dispute Resolution.
10. Types verdict forms for Judge during jury trial as well as jury instructions under a short time frame.
11. Performs related duties as required.

ESSENTIAL FUNCTIONS, QUALIFICATIONS AND KSA'S FOR EMPLOYMENT

All of the following functions, qualifications, KSA's and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Considerable knowledge of the principles and practices of support services.
- Knowledge of law and the Michigan Court system.
- Ability to reason and process numbers effectively.
- Ability to type and input data at a minimum speed of 70 WPM.

JUDICIAL SECRETARY/ASSIGNMENT CLERK/ADR CLERK CONTINUED

- Ability to learn and utilize the judicial computer information system.
- Experience with Word and Word Perfect.
- High school diploma or equivalent with office skills course work, prefer advanced legal secretarial or Court management course work.
- One to two years legal secretarial/record processing experience in a Court or closely related legal setting.
- Notary public.

**PLEASE ADDRESS YOUR RESUMES TOO:
 Judge Mary Barglind
 PO Box 609
 Iron Mountain MI 49801**