

LIVINGSTON COUNTY COURTS JOB DESCRIPTION

DISTRICT COURT COORDINATOR

Supervised By: District Court Administrator

Supervises: No supervisory responsibility

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the District Court Administrator, performs a variety of tasks and assists with the daily operations of the District Court. Functions as a support liaison between the District Court Administrator and District Court Division Leaders. Serves as an office technician with responsibility for developing technological efficiencies and acting as an office resource for both technical issues and help desk support.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Evaluates needs and designs solutions using technology, such as creating shared folders for storage and records retention for multiple operations and submitting orders to Information Technology with instructions for permissions for Deputy District Court Clerks and advice on implementation.
2. Provides instructions to Deputy District Court Clerks for use of new technology and provides troubleshooting and edits as needed.
3. Enables disabled computers and peripherals to the extent possible and/or diagnoses and submits work orders to Information Technology.
4. Creates spreadsheets for cash balancing and reconciliation of the cash office and maintains and updates as required.
5. Assists various operational areas, including specialty courts, traffic and criminal in the creation of various products such as pamphlets, calendars and training tools.
6. Creates and maintains spreadsheets for various operations for record retention or presentations.

7. Researches and requests traffic or criminal reports from an AS400 query or other programs and designs spreadsheets for comparisons and presentation.
8. Performs data entry, import and export into the AS400 of a variety of court-related statistics and data on a regular basis.
9. Creates scheduling calendars and maintains as needed for court operations. Monitors faxes received for all operations and distributes accordingly.
10. Provides counter and telephone assistance to attorneys and the public regarding fines and costs due, court procedures, civil procedures, weddings, schedules, and specific case information; often requires pulling case files.
11. Reviews and processes payment for tickets, court costs, civil filing fees, enters information to computerized cash register and ensures that the proper case file is credited.
12. Opens criminal case files, includes assigning case number and filing formal complaint or appearance ticket, checking cash bonds, ensuring fingerprints are in file, and obtaining driving or criminal record as necessary.
13. Opens and processes a variety of civil matters including general civil, small claims, landlord/tenant cases and garnishments. This includes typing forms, correspondence and legal documents, filing papers, collecting fees, and ensuring case scheduling and the service of process.
14. Opens civil infraction cases, schedules hearing dates, enters to computer and notices defendant and law enforcement agencies.
15. Reviews legal documents such as writs of garnishments and restitution, stipulations, order and briefs, petition for installment payments and others for timeliness, completeness and compliance with the court rules. Examines and enters judgments on civil cases that are adjudicated.
16. Enters case file information, adjournments, dispositions, civil judgment, and other information to computer system.
17. Sends notices, prepares bench warrants, and suspends driver's licenses as authorized. Notifies agency issuing warrant after defendant appears.
18. Processes garnishments, includes receiving, balancing and disbursing monies.
19. Maintains case histories for civil cases and closes cases by recording disposition in case file and on computer. Notifies parties of disposition and files closed cases.

20. Reviews court files to determine readiness for hearings, trials, default judgments, dismissals and other court proceeding; includes checking for service and completeness of documents. Assists the judge and judge's staff.
21. Closes files by entering disposition to computer and running register of actions, commitments and other necessary documentation. Reviews information on paid tickets and ensures that it coincides with abstract of conviction prior to submission to the Secretary of State.
22. Processes mail, which includes matching checks with the case files and entering payments into the cash register. Prints and mails a variety of notices.
23. Forfeits bonds after proper notification of defendant or bonding agency. Processes bond transfers to other courts.
24. Types correspondence, notices, orders and legal documents and performs a variety of support tasks such as copying records and filing tickets and other documents. Prepares certificates on conviction.
25. Assists and backs up other Deputy Clerks and court staff, including providing back-up coverage to Court Recorders
26. Responsible for LEIN entry and recall. Issues bench warrants as directed by judges using the LEIN system. May serve as LEIN TAC.
27. Reviews forms and documents for compliance with District Court operational policies and procedures.
28. Responsible for updating the criminal, traffic, and civil training manuals.
29. Prepares a variety of reports and documents detailing division operations, such as statistics, financials, case load, and other figures on request or as required by the District Court Administrator.
30. Responsible for maintaining the District Court on-call list.
31. Maintains office supplies, forms and equipment inventory. Creates requisitions and purchase orders as needed. Verifies invoices for payment.
32. Responsible for records retention schedules and prepares records for destruction. Prepares and maintains records and tapes at storage facility. Retrieves records and tapes as necessary.
33. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- High school diploma with supplemental coursework in information technology and five years of progressive greater experience in a District Court setting working in various functional clerical capacities including duties requiring a high level of technological competence.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- LEIN Certification
- Judicial Information Services (JIS) computer training is required.
- Certified Electronic Operator (CEO) Certification.
- Knowledge of the principles and practices of general office procedures, and local, state, and federal laws, rules, and regulations governing the operations of the State of Michigan District Court.
- Considerable knowledge of creating and reviewing court filings and documentation, and receipting payments.
- Skill in maintaining detailed and accurate records in both electronic and non-electronic formats, and providing customer service.
- Skill in assembling and analyzing data and preparing reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Demonstrates ability to maintain professional integrity and respect for those requiring court services including the ability to effectively meet and deal with the public.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with county employees, contractors to the county, representatives of other governmental units, professional contacts, elected officials, court officials and the public.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, extensive database and spreadsheet knowledge and the ability to learn new software programs applicable to the position.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office and courtroom setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a court or business office setting where the noise level is quiet and sometimes moderate.