

COUNTY OF GOGEBIC, MICHIGAN



JOB OVERVIEW

JOB TITLE: Deputy Probate/Juvenile Register and Courtroom Clerk for Probate Judge

DIVISION: Gogebic County Courts, Probate/Juvenile Court

FLSA: Non-Exempt

SUMMARY:

The purpose of this position is to perform complex clerical duties in support of the Probate and Juvenile Courts, to prepare and process court documents and assist the public and attorneys in procedures under the jurisdiction of the Probate and Juvenile courts. This position also serves as the clerk for the Probate Judge's courtroom, including scheduling, coordination, and technology as well as assisting the Probate Judge as a judicial assistant.

JOB DUTIES

The tasks listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

Deputy Probate/Juvenile Register

1. Acts in the absence of or in order to assist the Probate/Juvenile Register, including monitoring case flow and delinquent files.
2. Processes and files mental health cases and involuntary hospitalization cases.
3. Processes and files adult and minor conservatorship and guardianship cases, including guardianships for developmentally disabled individuals.
4. Processes estate, trust and will cases in accordance with statutes and court rules.
5. Processes and files abuse/neglect case filings, including emergency petitions.
6. Works collaboratively with attorneys, other county employees, and government entities to research and resolve issues.
7. Assists the public by phone, fax, email and in-person. Responds to inquiries and provides appropriate information, forms, instructions, and referrals, as necessary.
8. Prepares orders and other legal forms in probate and juvenile cases and maintains court files as directed by the Probate/Juvenile Register and the Probate Judge.
9. Maintains accurate file records in County and State Court computer software, including JIS.

Courtroom Clerk for Probate Judge

1. Assists in the administrative activities of the court, which include collaborating with applicable agencies regarding court functions, preparing case files and preparing court orders in accordance with court rules, laws and policies.
2. Performs a variety of clerical activities in support of the Courts including drafting letters, faxes and other correspondence; data entry; making copies, creating emails, processing documents from various agencies, attorneys, or other parties.
3. Prepares case files and the docket for each day of court. Retrieve and shelve files.

4. Assists the public by phone, fax, email and in-person.
5. Schedules all legal matters, appointments, and meetings on the court calendar for Probate Judge. Keeps records to ensure that matters are handled in a timely manner as prescribed by law and judicial standards.
6. Attends court hearings, emergency hearings, and jury trials.
7. Coordinates all technology needs for the Probate Judge and Probate Courtroom, including Zoom, BlueJeans, Risevision docket, court reporting system, and other courtroom technology as needed.
8. Works with the Probate Judge in establishing proper case management and processing of pending cases. Must develop an understanding of both the County and State Court computer systems and their interrelationship to assist in the processing of pending cases.
9. Provides back-up support as Courtroom Clerk for the Circuit Judge.

QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

Associates degree in relevant field or completion of High School and 2 years experience.

CERTIFICATIONS AND LICENSES:

Must possess a valid state driver's license. Must complete background, criminal history, fingerprint check, and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of regulations, laws, form processing, procedures, Michigan Court Rules, and statutes. Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios. Knowledge of general office protocol and procedures. Ability to operate basic office equipment (copier, fax, multi-line phone system, scanner, calculator, etc.). Skill in use of personal computer software, including spreadsheet development and word processing on Microsoft Word, Excel, Outlook, and Outlook Calendar. Ability to consistently demonstrate sound ethics and judgment. Ability to communicate effectively orally and in writing. Must have excellent organization and prioritization skills. Ability to establish and maintain customer service and conflict resolution skills. Ability to maintain confidentiality.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

Requires work involving: standing, stooping, kneeling, crouching or crawling, under 1/3 of the time, talking or hearing 1/3-2/3 of the time: and lifting up to 10 pounds over 2/3 of the time

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

The job may risk exposure to indoor environment and potential for violence/physical altercations.

Gogebic County is an equal opportunity affirmative action employer committed to achieving excellence and strength through diversity. The County seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.