

PROBLEM-SOLVING COURT CLERK

GENERAL STATEMENT OF DUTIES: Performs various clerical duties under supervision involving data entry and maintenance of information from the Genesee County Mental Health Court and Veteran's Treatment Court programs; Requiring knowledge of the minimum data point requirements for Michigan problem-solving court programs; Assists the Problem-Solving Court Supervisor in the administration of the Mental Health Court program; Performs related duties as required.

STATEMENT OF TASKS:

Enters program data and information in the Drug Court Case Management Information System and Drug Court Analysis System;

Utilizes word processing and imaging programs for data entry and retrieval; types and prepares various Probate forms and orders;

Works closely with the Problem-Solving Court Supervisor, Genesee Health System liaison, District and Circuit Courts, and other members of the Mental Health Court and Veterans Treatment Court teams;

Assists with general office duties;

Assists with Problem-Solving Court Supervisor in the day to day activities of the Mental Health Court program and Veterans Treatment Court programs.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good working knowledge of office procedures, legal terminology, and equipment;

Good working knowledge of the court system, specifically problem-solving courts;

Knowledge of a variety of software programs related to the operation of a database to input and maintain program data and information;

Ability to understand and follow oral and written directions;

Ability to plan and maintain accurate records;

Ability to attend work regularly and work under stressful conditions;

Ability to maintain good interpersonal relationships;

Knowledge of mental illness, as well as substance abuse and addiction;

MINIMUM QUALIFICATIONS:

Two (2) years' clerical experience and ability to type accurately 40 words per minute.


Human Resources Director

Established: June 1, 2020

Revised: October 21, 2020