

## ASSIGNMENT CLERK/OFFICE MANAGER

GENERAL STATEMENT OF DUTIES: Plans, supervises and coordinates the overall clerical operations of the District Court under the supervision of the District Court Administrator or their designee; supervises and trains clerical staff; performs related duties as required.

### STATEMENT OF TASKS:

Establishes and maintains office methods and procedures;  
Supervises office personnel and distributes work;  
Maintains input for court docket and prepares court calendar for each courtroom ensuring that no proceeding is set in conflict with others previously set before other judges;  
Maintains an accurate and current list of all cases pending, properly scheduling them for hearing to provide for continuous, full-time operation of the District Court;  
Prepares monthly reports required by the Michigan Supreme Court and all other reports required by administrative personnel;  
Serves the public as necessary and assists staff with difficult problems and situations, including answering complaints and inquiries that do not require a supervisor's response or attention;  
Monthly visit to outlying court locations;  
Opens, sorts and processes mail.

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:

Knowledge of accounting procedures and computer applications;  
Knowledge of office management practices;  
Knowledge of legal terminology;  
Ability to supervise, plan, conduct and assist in the development of office procedures, including computer enhancements, efficient filing systems and program operation;  
Ability to present ideas and recommendations effectively both orally and in writing;  
Ability to be tactful, courteous, thorough and dependable with the ability to use good judgment;  
Ability to establish and maintain good working relationships with all court personnel, judges and administrative staff;  
Ability to attend work regularly and work under stressful conditions.

**MINIMUM QUALIFICATIONS:**

Associates degree or the equivalent in college hours and five (5) years as a Senior or Deputy District Court Clerk;

**OR**

Five (5) years of experience as an office manager in a law office or legal setting supervising clerical employees with responsibility for handling attorney's court appearances, preparation of pleadings and work related to the District Court;

**OR**

Seven (7) years as a Senior or Deputy District Court Clerk in Genesee County District Court;



Human Resources Director

Established: November 15, 1990

Revised: July 28, 1999

Revised: April 25, 2008

Revised: January 24, 2018