

ASSIGNMENT CLERK

GENERAL STATEMENT OF DUTIES: Performs a wide variety of responsible legal clerical duties including setting and notifying attorneys of circuit court proceedings; work is performed under the general supervision of the Circuit Court Administrator. Responsible for coordination of work of Assistant Assignment Clerk and lower classified employees. Performs related duties as required.

STATEMENT OF TASKS:

Utilizes computer terminal and word processing equipment for data input, data retrieval and word processing functions;

Sets time in civil and divorce cases for discovery pre-trial and trial of both jury and non-jury cases;

Insures that no proceeding is set in conflict with a proceeding previously set before one of the other judges;

Records and gives timely notice of all final pre-trial conferences and settlement conferences;

Keeps an accurate up-to-date list of all cases pending properly scheduling them for hearing to provide for continuous full-time operation of the County Circuit Courts;

Insures that proper notice is given by providing an accurate case schedule for the Legal News at least two weeks in advance of hearing;

Provides the Legal News with jury cases to be tried and with the jury call one month prior to the case being tried, in accordance with the schedule which indicates the time, date, and which of the Circuit Judges will try the case;

Keeps a continuous daily check on non-jury cases being heard and records outcome of trials on praecipe and judges list;

Reschedules cases not solved;

Prepares the court calendar of each term of Court and delivers the same to the Legal News for publication;

Reviews deadwood calendar prior to publication and withholds cases pending trial;

Prepares GCR 789 report which is submitted monthly to the Michigan Supreme Court;

Records all tracking of cases through computerized Court docket.

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:

Thorough knowledge of office terminology and procedures;

Thorough knowledge of legal terminology;

General knowledge of court structure and procedures;

Ability to understand and follow complex oral and written directions;
Ability to maintain complex records and prepare reports from those records;
Ability to make decisions in accordance with laws, ordinances, regulations and established policies;
Ability to type 40 w.p.m. with no more than four (4) errors (five minute timing);
Ability to learn to operate a computer terminal and word processing equipment;
Ability to maintain good interpersonal relationships.

MINIMUM QUALIFICATIONS:

Ability to type 40 w.p.m. with no more than four (4) errors (five minute timing) **AND** four (4) years of responsible legal clerical work

-OR-

Completion of thirty (30) semester hours of coursework with at least eighteen (18) semester hours in para-legal technology, business law or legal secretarial, and one (1) year of legal clerical experience. Ability to type 40 w.p.m. with no more than four (4) errors (five minute timing).

Established: May 1, 1975
Revised: November 1, 1988
Saved to system: June 1, 2006



Human Resources Director