

## MAGISTRATE/DEPUTY CLERK OF THE COURT

GENERAL STATEMENT OF DUTIES: Assists Judges of the 67<sup>th</sup> District Court in matters within the statutory authority of an appointed magistrate, as authorized by the district judges and in accordance with chapter 85 of the revised Judicature Act of 1961 as amended, MCL 600.8501 et seq.; appointed by and serves at the pleasure of the 67<sup>th</sup> District Court; performs related duties as required.

### STATEMENT OF TASKS:

Acts as presiding officer in the absence of a 67<sup>th</sup> District Court Judge by hearing cases as prescribed by statute and court rules;  
Supervises support staff assigned to the district office;  
Arraigns and sentences guilty and no contest pleas for violations of State Motor Vehicle Code, Marine Safety Law and the Natural Resources and Environmental Protection Act Laws and regulations;  
Conducts weekend and holiday arraignments at the jail as assigned;  
Conducts informal hearings on civil infractions;  
Issues arrest warrants upon the written authorization of the Prosecuting Attorney;  
Issues search warrants when authorized by a District Court Judge;  
Accepts and fixes bail bonds in criminal cases as necessary;  
Disposes of minor offenses prior to trial;  
Performs civil matrimonial procedures;  
Assists the staff of the assigned District Court Division;  
Assists and/or acts in the absence of the Clerk of the Court for one or more District Court Divisions;  
Receives and answers inquiries from the public;  
Exercises the same powers as the Deputy District Court Clerks for the purpose of carrying out the provisions of certain civil court actions;  
Utilizes a computer terminal for data input and retrieval;  
Performs other duties of Magistrates as set forth in chapter 85 of the revised Judicature Act of 1961 as amended, MCL 600.8501 et seq.

### MAY BE REQUIRED TO:

Conduct small claims hearings.

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 legal terminology;  
Thorough knowledge of court structure and procedures;  
Knowledge of office terminology and procedures;  
Ability to make judgments and decisions in accordance with laws;  
Ability to understand and follow complex oral and written directions;

Ability to establish and maintain effective working relationships with judges, court employees, attorneys, alleged violators and the general public;

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Ability to utilize a PC;  
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

An acceptable combination of education and experience that would normally be achieved with four years of college; -OR- Licensed to practice law in the State of Michigan.

SPECIAL REQUIREMENT:

Must be a registered voter of Genesee County at the time of appointment. Must complete Magistrate training offered by the Michigan Judicial Institute.

  
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Human Resources Director

Established: August 24, 2015