

NOTICE

There is a job vacancy with the **18TH JUDICIAL CIRCUIT COURT - BAY COUNTY**

JOB TITLE: **CIRCUIT COURT CLERK**
RATE OF PAY: **\$12.48 per hour entry, progressing to
\$15.84 per hour after 3 years (TF06)**

Full-time position, with benefits

GENERAL SUMMARY:

Under the general supervision of a Circuit Court Judge, perform a variety of clerical tasks involved in processing circuit court civil and criminal matters. Provides assistance to defendants, attorneys, court patrons and the public.

TYPICAL DUTIES:

1. Initiates criminal and civil cases by assigning a file number to each case, prepare file jackets, assigning cases to a judge and filing and recording case documents.
2. Receives and receipts filing fees and all monies relating to criminal and civil proceedings.
3. Assists plaintiffs/defendants, attorneys, court patrons and the public regarding case files, status, disposition and civil and criminal proceedings in general.
4. Answers the phone and greets court patrons, addressing inquiries, complaints, etc.
5. Ensures that case files are in order and ready for court proceedings.
6. Prepares motion day calender; ensuring that appropriate documentation has been received for each case scheduled.
7. Attend court proceedings as required to swear in witnesses, attests authenticity and completeness of pertinent documents, records jury verdicts and polls the jury.
8. Prepares criminal and civil files in cases ordered to other courts and sends to the appropriate court.
9. Following established and required procedures, process cases where progress has occurred.
10. Prepare bond forms, required reports and other documents.
11. All other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not an exhaustive list of all job duties being performed.

EMPLOYMENT QUALIFICATIONS:

A Bachelors' degree from an accredited college or university is preferred. Experience with and knowledge of Microsoft Office and spreadsheet software (Excel/Lotus 123). Minimum of one year circuit court or closely related record processing experience.

The qualifications listed above are guidelines. Alternate qualifications may be substituted if sufficient to perform the duties.

PHYSICAL REQUIREMENTS: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally ten pounds of force up to 1/3 of the time.

Make application online at www.baycounty-mi.gov or in person via/US Mail to the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, MI 48708-5121, no later than **4:00 p.m. Wednesday, December 11, 2013.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."