



61st District Court

61st District Court Position Opening

POSITION DESCRIPTION: Clerk Typist

HOURS: Full Time

POSTING DATE: Friday, February 9 2018

DEADLINE DATE: Tuesday, February 20, 2018 at 4:00 PM

POSITION AVAILABILITY: IMMEDIATE

CURRENT SALARY: \$28,896 - \$36,026

UNION: Grand Rapids Employee Independent Union (GREIU)

Other:

Successful completion of Criminal and Employment Background investigation required.

All interested parties should submit cover letter and resume to the following address:

Kent County Courthouse
61st District Court
Attn: Amy Young
180 Ottawa Ave., NW, Suite 3200-A
Grand Rapids, MI 49503

or

amy.young@grcourt.org

No person shall, on the grounds of race, religion, color, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability, or handicap be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, or denied employment with the 61st District Court.

61st DISTRICT COURT

POSITION DESCRIPTION

JOB TITLE: Clerk Typist

REPORTS TO: Team Leader and Chief Deputy Court Clerk

SUMMARY

Performs a variety of routine procedural clerical tasks for a division of the court including filing, sorting, recording data, keeping records, and typing forms. Special operational skills, if required by a specific position, are generally acquired through on-the-job training. Tasks follow prescribed or well-established procedures and decisions are generally of a routine nature. Work is performed under close supervision and is reviewed by observation of results obtained.

PRINCIPAL DUTIES AND RESPONSIBILITIES

*(An * denotes duties or responsibilities judged to be "essential job functions" in terms of the Americans with Disabilities Act, or ADA.)*

Operates a computer, typewriter, and photocopier. May operate microfilm equipment.*

Greets the public and responds to routine requests for information on the phone or in person.*

Sorts and files cards, documents, reports and other materials alphabetically, numerically, or by other established methods.*

Prepares materials for distribution. Sends out notices as needed.*

Retrieves files for staff and judges, delivers files to courtroom or department.*

Performs basic clerical tasks such as basic data entry of case information in the case management system. Types court-related forms.*

Performs bilingual skills if possessed for the public in non-courtroom settings.

Performs other duties as assigned by a Division Supervisor, Court Administrator, or Chief Judge.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

WORK REQUIREMENTS

Ability to accept direction and supervision.

Some knowledge of office practices, methods, and procedures.

Basic knowledge of word processing and data entry computer software.

Ability to operate a typewriter, copier, and computer effectively and efficiently.

Ability to understand and follow oral and written instructions.

Ability to accurately perform basic clerical work.

Ability to work at routine assignments for extended periods as needed.

Ability to establish and maintain effective working relationships with court employees and the general public.

QUALIFICATIONS

Education: High school graduation or equivalent.

Experience: Some general clerical experience or any equivalent combination of training and experience.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

CERTIFICATION OR LICENSURE

None.

PHYSICAL REQUIREMENTS

Frequently required to sit, stand, talk, or listen. Frequently required to operate phones; walk; use hands to finger; handle or feel objects, tools, or controls; and reach with hands and arms. May be subject to sitting or standing for prolonged periods, reading reports, forms, and documents. Specific vision requirements include close vision and ability to adjust focus. May occasionally lift and/or move up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Noise level usually quiet. Temperature may fluctuate. Open office environment with limited privacy.

This position description does not constitute an employment agreement between the 61st District Court and the employee and is subject to change by the Court as the needs of the Court and requirements of the position change.

PAY SCALE

Clerk Typist 01E (City E01): which is as follows:

H	A	B	C	D	E	F
\$ 13.8921	\$ 14.7267	\$ 15.1589	\$ 15.7702	\$ 16.1874	\$ 16.7540	\$ 17.3203
\$ 28,896.00	\$ 30,631.00	\$ 31,531.00	\$ 32,802.00	\$ 33,670.00	\$ 34,848.00	\$ 36,026.00