

61st District Court

Seasonal Part-Time Clerk Typist

POSITION DESCRIPTION: Seasonal Part-Time Non Union Clerk Typist
(Due to position being seasonal, permanency of position is not guaranteed)

POSTING DATE: Tuesday, January 29, 2019

DEADLINE DATE: Tuesday, February 5, 2019

POSITION AVAILABILITY: TBD

CURRENT SALARY: \$14.6990/hour (No fringe benefits)

MINIMUM QUALIFICATIONS

Education:
High school graduation or equivalent

Position Hours:
Approximately 24 hours per week.

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

Other:
Successful completion of Criminal and Employment Background investigation required.

All interested parties should submit 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: Part Time Seasonal Clerk Typist (Non-Union)

REPORTS TO: Clerk of the Court and Administrative Assistants

SUMMARY

Performs a variety of routine procedural clerical tasks for a division of the court including but are not limited to the following; filing, sorting, recording data, keeping records, typing forms and sorting mail. 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 routine nature. Work is performed under close supervision and is reviewed by observation of results obtained.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Operate a computer, printer, facsimile machine, and photocopier.

Sorts and distributes incoming mail.

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

Performs basic clerical tasks such as basic data entry of case information in the case management system.

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.

Basic knowledge of word processing and data entry computer software.

Ability to skillfully and accurately operate a computer, printer, copier and facsimile machine.

Ability to understand and follow oral and written instructions and to communicate effectively in both mediums.

Ability to accurately perform basic clerical work.

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

Ability to work under stressful working conditions and to maintain work at a fast pace.

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.

Other: Successful employment medical examination provided by the City of Grand Rapids and Criminal and Employment Background investigation.

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 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 variable. 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.
