

COUNTY OF LEELANAU
JOB DESCRIPTION

CHIEF DEPUTY CLERK/CIRCUIT COURT CLERK

Supervised by: County Clerk
Supervises: All other employees of the Clerk's Office as second-in-command

General Summary:

Under the supervision of the County Clerk, serves as Circuit Court Clerk and first assistant to the County Clerk, carrying out the statutory duties of the office in the County Clerk's absence. Work is performed with latitude for independent judgment and action to achieve objectives. Provides clerical and administrative assistance, performs office management duties, oversees and participates with staff in a variety of accounting, recordkeeping, public assistance and court service activities related to the Clerk's office. Incumbent is involved in a number of sensitive issues, handling confidential information which requires discretion, as well a regular customer contact requiring public relations skills in handling difficult people. This position may require irregular hours.

Essential Job Functions:

An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists attorneys and pro per plaintiffs in filing court cases, checking for all necessary paperwork, monies, original signatures and completeness of documents. Files pleadings, and issues summons, true copies and certified copies. Responsible for proper closing of cases with paperwork sent to proper individuals.
2. Balances monies receipted in the County Clerk's office, prepares and submits transmittal to the Treasurer's Office.
3. Reviews the work performed by other Deputies for compliance with policies, state and federal statutes, court rules and administrative orders.
4. Assigns case numbers, set up files, and docket all pleadings for the Family Court.
5. Accepts CCW applications, check for completeness and refers to CCW Board. Performs all administrative work for the Board including notices, meeting materials, notifications, correspondence, license issuance and follow-up work.
6. Trains new employees. Keeps Deputy Clerks informed of new laws and changes in policies and procedures.

7. Receives, processes, issues receipts, notarizes signatures, indexes, issues certified copies and all related paperwork for a broad array of certifications, licenses and official documents. Provides customer assistance at the counter and over the phone, often handling the more difficult issues or problems personally.
8. Supervises, directs, and participates in the procedures for administration of life insurance, health insurance, COBRA administration.
9. Functions as passport accepting agent. Verifies information on applications, checks supporting documents for compliance with guidelines, administers oaths, collects fees, issues transmittals and sends to federal agencies.
10. Assists Township Clerks with voter registration questions, election questions and procedures as needed. Also processes statewide voter registration through the Clerk's office, as received from the Secretary of State's office, and forwards registration.
11. Assists County Clerk with preparation for elections. Assists in editing all election material in compliance with deadlines and notices.
12. Performs the work of the Accountant as required, including general ledger management, budget monitoring, financial analysis and oversight of payroll.
13. Records and prepares minutes of Board of Commissioners meetings in the absence of the County Clerk. Completes follow-up paperwork, contracts, resolutions, etc. sending correspondence and documents to the appropriate person or agency. Distributes minutes.
14. Performs a wide range of tasks as requested or assigned by the County Clerk. Performs other related Circuit Court duties as designated by court rule or Circuit Court Judges.
15. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualification necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A high school diploma or equivalent supplemented by vocational or specialized training in office management or related field with some bookkeeping related training and aptitude.

- Four years experience in a responsible secretarial or administrative support position, preferably in a municipal setting.
- Knowledge of accounting systems, bookkeeping practices and cash handling techniques.
- Thorough knowledge of the laws, ordinances and other regulations pertaining to records management, public information, elections and voter registration, and general municipal administration.
- Thorough knowledge of the principles and procedures of professional office management.
- Thorough knowledge of County services, organizational structure and general operations to effectively direct and assist the public.
- Knowledge of court proceedings, procedures, requirements and etiquette.
- Skill in accurately compiling and evaluating data and information, and preparing clear and accurate reports.
- Skills in maintaining complete records and document retention systems.
- Ability to coordinate multiple tasks and maintain attention to detail.
- Ability to function as County Clerk in the incumbent's absence.
- Ability to effectively communicate and exercise a high degree of diplomacy both orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, county officials, other agencies, and employees is expected.
- Ability to apply rules, regulations and correct administrative practices, procedures and policies.
- Ability to instruct and supervise employees.
- Ability to assess situations, problem solve and work effectively under stress, with priorities constantly changing.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to communicate with others in person and on the telephone. The employee must write and read written and computerized documents, handle money, and file documents as needed. The employee must frequently lift and/or move objects of lightweight and occasionally lift objects of varying weight.

While performing the duties of this job, the employee regularly works in a business office. The noise level in the work environment is usually quiet to moderate, but can be loud.