

OTTAWA COUNTY MUNICIPAL COURT

Job Title: Deputy Clerk / Office Clerk

Reports to: Clerk of Court

Type of position:	Hours per week:	Normal Hours
Full Time	37.5 with 1 hour unpaid lunch	8:15 a.m. – 4:45 p.m.

General Function:

- Entry level clerical position working closely with Traffic/Criminal & Civil Deputy Clerks with potential for future advancement.

Responsibilities:

Answer the telephone promptly and professionally; respond to general inquiries; screen calls and field them accordingly to the appropriate individual.
Coordinate with the Assignment Clerk and summons potential jurors for trials. Provide all correspondence with jury pool.
Process any online payments daily.
Process any electronically filed tickets daily.
Monitor & process all filings and correspondence that comes in on the fax machine.
Sending any necessary faxes for Assignment Clerk and Deputy Clerks.
Filing.
Take any necessary correspondence to Ottawa County Courthouse.
Take daily deposits to bank.

Education / Skill / Knowledge Requirements:

1. Must possess a minimum of a high school diploma and strong skills in grammar, punctuation, spelling and computer skills.
2. Previous office experience preferred.
3. Possess effective time management and organizational skills.
4. Must work well with other staff members, agencies, community members and be able to follow directions.

General Requirements:

1. No criminal record.
2. Valid driver's license.

Starting Salary Range \$25,000.00 - \$27,000.00 yr