

PROBATE/JUVENILE COURT

JOB DESCRIPTION

JOB TITLE: JUVENILE REGISTER
REPORTS TO: JUDGE OF PROBATE

SUMMARY

Performs a variety of complex clerical functions involved in processing juvenile matters. Activities include establishing case files and records, scheduling hearings, drafting orders and other court documents, and closing and expunging files.

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).

1. Opens juvenile delinquency, neglect and abuse and/or other case files as requested - assigning case numbers, indexing case and file information, filing case documents. *
2. Schedules and notices court hearings and diversion intake meetings. Coordinates scheduling with attorneys, prosecutor, law enforcement agencies, and court staff.*
3. Prepares case files for court hearings and diversion intake meetings ensuring files are complete and delivered to judge or juvenile caseworker.*
4. Receives and receipts fees, restitution, and other court related costs. Prepares cash transmittals for county treasurer.
5. Prepares court orders for judge's review and signature. Prepares true copies of orders and distributes them to appropriate parties.*
6. Answers the telephone and greets walk-ins. Screens and directs calls and visitors to the appropriate party/location, provides routine information about court policies and procedures, explains scheduling procedures and provides case information.
7. Court recording for delinquency and neglect and abuse cases, or others as necessary.*
8. Composes correspondence in response to routine requests for information.
9. Appoints attorneys to represent youth in accordance with established court assigned counsel policy.*
10. Issues billings for court-ordered restitution and maintains payment records. Initiates show cause notices for delinquent accounts as directed.
11. Compiles caseload and case activity information and prepares required reports.
12. Provides general clerical and case processing assistance to the Probate Register, and covers the office in the absence of the Probate Register.
13. Opens, sorts, distributes mail; prepares outgoing mail.
14. Performs other duties as assigned or requested by the Chief Judge, Judge of Probate, Probate Register, or Juvenile Caseworker.

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.

QUALIFICATIONS

Education: High School diploma or equivalent

Experience: The ideal candidate will have a minimum of one year experience in a legal environment, with substantial knowledge of court proceedings; will be well versed in the use and application of Michigan Court Rules; have the ability to take and transcribe dictation, using standard dictation equipment; have excellent typing and clerical abilities; accounting/bookkeeping experience preferable.

Core Competencies: Position requires the ability to work independently, be flexible, and dependable. Must be detail oriented, able to multi-task and be adept at operating all automated systems to assist the court in managing information. Must possess a strong work ethic, excellent organizational, verbal and written communication skills, and independent problem solving skills. Positive attendance and willingness to learn is a must!