

**IONIA COUNTY, MICHIGAN  
POSITION DESCRIPTION**

**POSITION TITLE: DEPUTY COUNTY CLERK**

**Department:** Clerk's Office

**Pay:** \$37,106 - \$45,363

**Reports To:** County Clerk

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**Purpose of Position**

Under the direction of the Ionia County Clerk, the Deputy Clerk will represent the Clerk's Office by serving the public and supporting the County Clerk. The Deputy Clerk performs a variety of Clerk Department and Circuit Court functions. The Deputy Clerk assists attorneys, the general public and Court clients by providing counter assistance, taking payments and responding to telephone inquiries. Must be able to perform a variety of complex clerical tasks including the intake, review, filing and preparation of an assortment of documents. Must have outstanding customer service skills, excellent telephone etiquette, strong organizational skills and attention to detail. This position is for 37.5 hours per week.

**Essential Duties and Responsibilities**

- Respond to inquiries at the counter, on the telephone, by email, or by facsimile, and other communication mediums. Provide information on court procedures, research case activity for internal and external stakeholders, and direct people to the proper locations.
- Answer the telephone and greet visitors providing information, assistance, and direction; takes and delivers messages.
- Create, intake, revise, destroy, transmit, and maintain records of Circuit Court cases consisting of the case history (known as the register of actions).
- Index vital records in computer and in dockets.
- Conduct record searches and compiles and release data from records in response to inquiries.
- Review and verify the accuracy of Circuit Court records and transmit said records to the Michigan Court of Appeals and Michigan Supreme Court for appellate review. Transmit records or copies thereof by means requested by the appellate court, including operating electronic file management solutions.
- Upon deputization by the Ionia County Clerk, prepare and issue conformed copies, true copies, certified copies, and attested copies of court records after careful review of original record. Prepare and issue copies of court records and other documents.

- Performs a variety of related general office functions including but is not limited to typing, copying, scanning, faxing, filing, inventorying, indexing, sorting, taking and delivering messages, answering phones or switchboard, and picking up and transporting materials. Processes incoming or outgoing mail and packages from/to postal service, State of Michigan interdepartmental mail, Ingham County courier, drop boxes, or other delivery services. Prepares mailings for transmission.
- Serve as Notary Public.
- Open and sort mail.
- Performs other related essential duties as required.

#### **Other Functions:**

- Perform other duties as assigned.
- Must adhere to confidentiality standards applicable to trial courts.
- Must adhere to departmental standards regarding confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis.
- Ability to maintain excellent customer service during stressful situations.

#### **Minimum Qualifications Required**

High school diploma or GED, supplemented by three to five years legal/office or related experience; excellent English verbal and written communication skills; ability to operate a variety of office machines; experience with Microsoft Outlook and Windows 10; bookkeeping experience helpful.