

# Late Addition #2

## EXECUTIVE DOCUMENT SUMMARY

Department: Probate/Family Court	<b>Submittal Dates</b>
Contact Person: <u>Hon. Marian Kromkowski</u>	<input type="checkbox"/> Executive Board: _____
Telephone No.: <u>231-256-9803</u>	<input checked="" type="checkbox"/> Regular Session: <u>09/17/2019</u>

<b>Source Selection Method</b>	<b>VENDOR:</b> _____
<input type="checkbox"/> Select One	Address: _____
<input checked="" type="checkbox"/> Other: <u>n/a</u>	Phone: _____

Budgeted Amount: _____	Contracted Amount: _____
------------------------	--------------------------

<b>Document Description</b>	
<input type="checkbox"/> Select One	<input checked="" type="checkbox"/> Other <u>Job Description revision</u>

<input type="checkbox"/> <b>Request to Waive Board Policy on Bid Requirements</b>
<p>This is a second request related to revising job descriptions within the Probate and Family Court.</p> <p>Due to a restructuring within the Probate/Family Court, the current job description for the Juvenile Register position has been modified (see attached). Proposed changes are indicated in red and on the right hand margin of the job description.</p> <p>I am requesting the Board approve the revisions to the Juvenile Register job description as presented.</p> <p><b>Suggested Recommendation:</b> Motion to approve the revisions to the Juvenile Register job description as presented.</p>

Department Head Approval: Marian Kromkowski Date: 9/11/19

# Late Addition #2

## COUNTY OF LEELANAU JOB DESCRIPTION

### JUVENILE REGISTER

Supervised By: Probate/Family Court Judge and Family Court Administrator  
FLSA: Non-Exempt

#### **General Summary:**

Under the supervision of the Family Court Judge and the Family Court Administrator, reviews and files legal documents, prepares and coordinates hearing notices, court orders, and other documents regarding delinquency, child protective, adoption, and domestic relations matters. Oversees reimbursement to court for Child Care Fund expenses and attorney fees. Acts as Judicial Secretary and serves as court recorder.

Deleted: Probate/

Deleted: for the Probate/Family Judge,

#### **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 the duties which the employee may be expected to perform. An individual must be able to perform each essential function satisfactorily.

1. Maintains all juvenile, child protective, adoption, and domestic relations records, legal, administrative, and non-public, according to the laws of the State of Michigan and the Circuit Court Administrator's Office of the 13<sup>th</sup> Circuit for proper case-flow management of such.
2. Receives all juvenile written complaints and police reports, researches names for current status, and opens legal, non-public, and administrative files. Also serves as Family Court Domestic Relations Scheduling Clerk, receiving all domestic relations court documents for processing with OnBase computer program.
3. Schedules all juvenile, child protective, adoption, and domestic relations hearings in accordance with Michigan Court Rule requirements and according to the Court Administrator's specifications; coordinates schedules with the Circuit Court Administrative Office, Prosecuting Attorney Office, Department of Health and Human Services, and counsel of record.
4. Maintains all juvenile, child protective, adoption, and domestic relations court calendars, handling all scheduling, posting, sending out notices to all proper parties, and keeping track of all calendar activity to further act upon, if necessary.
5. Secures court-appointed attorneys for juvenile child protective cases, as needed and submits payment for same.

Deleted:

Deleted: court

Deleted: s

Deleted: 5

# Late Addition #2

6. Prepares proper State Court Administrative Office legal forms and orders according to the Family Court Judge's specifications and direction, including all emergency orders, ex-parte orders, and amended orders.
7. Prepares a variety of reports and correspondence, including creating caseload reports using juvenile and child protective case-tracking computer program for Family Court Judge, Court Administrator, State Court Administrative Office, Circuit Court Administrative Office, and Juvenile Court personnel.
8. Manages State Police reporting, driver's license record reporting to the Secretary of State, and cooperates with any/all Tribal Courts.
9. Reviews delinquent caseload daily with Court Administrator on problems with cases and other issues pertaining to juveniles, including maintaining/updating an ongoing list of juvenile offenders.
10. Coordinates the assignment of the Family Court Judge to other courts, submits billings for such assignments, and files assigned reports with the State Court Administrative Office for any/all juvenile, child protective, adoption, and domestic relations matters.
11. Assists Court Administrator as requested, including but not limited to juvenile delinquency, child protective, and adoption matters, volunteers, and creation of court policies and/or procedures, and performs a variety of other supportive administrative tasks as needed/requested.
12. Acts as the Court Financial Officer seeking reimbursement for County Child Care expenditures and attorney fees, by posting costs to individual accounts for authorized case service expenditures, handling financial investigations, applying/creating/updating Court financial policies, making recommendations to the Family Court Judge/Court Administrator, and enforcing reimbursement orders.
13. Substitutes for Probate Register in that person's absence and under the supervision and consultation of the Probate Judge in regards to Estates, Guardianships, Conservatorships, Small Estates, secret marriage documents, Wills for safekeeping, scheduling hearings, appointing counsel, and certifying documents. Also maintains/updates ongoing list of any/all Probate files.
14. Operates desktop computer equipment to process data and maintain court records on the Judicial Information System (JIS), Microsoft Office software, and AS400 computer program, and assists referees/office personnel as needed.
15. Acts as Judicial Secretary, including but not limited to typing correspondence, opinions, and orders; form creation; distributing signed documents; maintaining judicial filing; coordinating appointment calendars, including bailiff needs; maintaining the judicial

Deleted: Probate/

Deleted: placement

Deleted: Probate/

Deleted: Probate/

Deleted: matters

Deleted: Court Administrator/

Deleted: Secret

Deleted: Computer

Deleted: 5

# Late Addition #2

library; assisting with the County's Legal Assistance Program, maintaining judicial administrative files; maintaining the court-appointed attorney list; assisting with County policies and Local Administrative Orders.

16. Serves as Certified Court Recorder for Probate/Family Court Judge and for other assigned-in judges as requested, including but not limited to probate matters, juvenile, child protective, adoption, domestic relations matters, civil matters, criminal matters, and District Court matters. Prepares and maintains the courtroom, the jury room, and the recording equipment for court hearings, including BIS Digital Court Recording programs and the Polycom Interactive program.
17. Maintains archived hearings stored on tapes, CDs, DVDs, logs, and courtroom notes and prepares verbatim transcripts of same court proceedings as requested by the Court, attorneys, or other parties.
18. Acts as Court Clerk as needed, summoning prospective jurors, swearing in all witnesses, translators, bailiff, and juries. Draws prospective jurors' names, marks exhibits for identification, and logs exhibits and witnesses. Preserves any/all exhibits before returning originals to parties.
19. Serves as office receptionist, including but not limited to answering the telephone, greeting the public, opening/distributing the mail, creating/circulating interoffice communications, maintaining administrative files, maintaining the office equipment, organizing the court storage unit, and ordering office supplies as needed, training temporary office workers, reviewing billing statements and submitting to the Court Administrator for approval, and maintaining web pages for Family Court.
20. Attends continuing education seminars and reads professional journals and manuals to ensure current and accurate knowledge of Michigan Supreme Court requirements.

Deleted: matters,

Deleted: Probate/

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

## **Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications 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 records management, business or office management.

Deleted: 5

# Late Addition #2

- Two years' experience as a clerk, office manager, or a related position.
- A valid Michigan vehicle operator's license.
- Must be a Certified Electronic Recorder.
- Knowledge of court proceedings, procedures, requirements, and etiquette.
- Knowledge of current practices with regard to court records management.
- Ability to learn the policies and procedures specific to the justice system.
- Skill in maintaining files, indexes, and other document retention systems.
- Proficiency in the use of computers and word processing software, including but not limited to OnBase; Digital Court Recorder, both FTR and BIS; Microsoft Office software; Windows Media Player; AS400; Adobe Acrobat; Internet pages and search engines; Phillips Speech Exec Dictate/Transcribe, and Roxio Creator.
- Skill in responding to public inquiries and internal requests with a high degree of professionalism.
- Ability to maintain accurate and complete records, as well as maintain confidentiality and use discretion when dealing with sensitive issues.
- Ability to critically assess situations, problem-solve, work effectively under stress, within deadlines, and changes in work priorities.
- Ability to establish effective working relationships and work cooperatively with other individuals and agencies within the criminal justice system.
- Possess or obtain State of Michigan Notary Public certification.

Formatted: Highlight

Deleted: ;

Deleted: ; and Outlook

## **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 duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person and on the telephone. The employee frequently is required to review and produce written documents. The employee must regularly lift and/or move items of light weight and may occasionally lift and/or move items of moderate weight.

While performing the duties of this job, the employee regularly works in a business office or courtroom setting. The noise level in the work environment is usually quiet to moderate.

Deleted: 5