

Name _____

Address: _____

INSTRUCTIONS TO APPLICANTS
for
Mason County Circuit Court Judicial Secretary - Clerical Position

1. Please fill out the enclosed application form and attach a copy of your resume together with any additional documentation that you may wish to have considered with your application;
2. Applications will be screened down to approximately six (6) who will be contacted for an interview. Please do not continue to contact this office as those who will be interviewed will be determined on the basis of the application and resume. Those interviewed may be required to demonstrate their proficiency at needed skills;
3. All applications must be returned to the Mason County Circuit Court Office by 1 pm on Monday, June 12, 2023. Applications received after said date may not be considered, and;
4. Please type or neatly print your name and address on the spaces provided on this sheet, then staple this sheet and the remainder of this packet in the front left hand corner of your application and resume.

EMPLOYMENT OPPORTUNITY

Full Time Judicial Secretary Clerical Position Mason County Circuit Court

The Mason County Circuit Court Office is seeking a qualified individual for a Full Time Clerical position for the position of Judicial Secretary. Individuals applying for this position must possess general clerical skills, strong computer and typing skills, keen attention to detail, and be able to work professionally with the general public. Legal experience is preferable. Persons interested in making application for this full time position may pick up a job application packet at the office of the Mason County Circuit Court located in the Mason County Courthouse, 304 East Ludington Avenue, Ludington, Michigan, Monday through Friday between the hours of 9:00 a.m. to 5:00 p.m. Application packets can also be obtained online at www.masoncounty.net. Only applications that complete the job application packet and returned no later than 1:00 p.m. on Monday, June 12, 2023 will be considered. The County of Mason and the Mason Circuit Court are Equal Opportunity Co-Employers.

JUDICIAL SECRETARY CLERICAL POSITION

JOB DESCRIPTION

The successful applicant will be responsible to the Circuit Court for assisting in the delivery of the following constituent service functions within the Mason County Circuit Court:

Qualifications and Education Requirements

Legal experience and/or background, preferable.
Understanding of the rules of the court are deemed helpful for job performance.

Required Skills

Must have a basic familiarity with office machines (i.e. computers, photocopiers, scanners, fax, printers, calculators, microphone/telephone, etc.)

Adaptability: Constantly learning new things, must be open to learning, researching legal knowledge and continually applying to job.

Flexibility: Interruption is an unavoidable reality with this job. Rescheduling, answering phone calls and assisting/directing the public are required responsibility when requested.

Communication: Must be able to effectively communicate with the Public and other staff members.

Organization: Time management skills are a must.

Role and Responsibilities

Answer all incoming calls – process and forward as needed.

Wait on customers at the window for Circuit Court.

Transcribe/type for the Judge as requested. This includes but is not limited to letters, opinions and orders.

Continually update manuals as inserts/updates come through the office.
Order supplies for the office (i.e. postage and paper), jury trials, and keep track of inventory.
Maintain an up-to-date and current schedule for hearings in the calendar book and in the computer for Judge Sniegowski and Judge Nellis. Print schedules daily as well as pull needed files for the Judges. Files are reviewed for content and reported to Judges if incomplete. Tuesday's criminal schedule is faxed to Jail, Probation and local newspapers.
Vouchers. Create as invoices come in and send to Clerk's Office.
PPO (Personal Protection Order) processing. Take all PPOs to Judge Nellis.
Review PPOs, type up determinations and mail to all parties. (If hearing is required, schedule hearing and then after the hearing has been completed, type up decision and send to both parties).
Type up notices for PPO's.
Process and distribute incoming mail. Responsible for collecting any returned mail, and resending it back out.
Assist court administrator with any tasks assigned.
Court Administrator Absence: if the court administrator is absent from the office, the Judicial secretary is required to come in to the office at 8:00am to cover the office. Including, but not limited to, the following duties: processing and tracking scheduling orders, filing of presentence reports and judgements, pulling files for Court Administrator as requested.
Assist in scheduling hearings (not trials).
Send out writs for civil cases when a party is incarcerated to either appear by poly com or to be transported by MDOC.
Typing up and sending notices for mediation and pulling files when asked by mediator
Arrange a translator for hearings if needed.
Probation orders. After judge signs order, copy, seal and distribute almost on a daily basis. Copies are then filed.
Set up payment schedules with defendants and track payments.
Collections (daily). After being bound over from district court, the case is then tracked as it moves through the court. When defendant is sentenced, and fines/costs/restitution are assigned, the defendant is tracked through the prison/jail system. When the defendant has been released from Incarceration, they are given 30 days to contact the office to set up a payment schedule. If this fails, make contact with Probation/Parole to obtain a current address and begin sending letters on a monthly basis.
If payments are MISSED, place phone calls, letters and/or schedule show cause hearings. Make calls to Probation/Parole and speak with agent to assist. After show cause hearings are conducted, payment schedules and bench warrants are typed up. If defendant is arrested on a show cause bench warrant, then an arraignment is scheduled. Type the order after the hearing.
Regular check performed to locate defendants that have not kept their addresses current with the court.
If defendant has been placed back in the prison system, the court administrator is informed to do an order to remit prisoner funds.
If defendant has been deported or expired, process/prepare appropriate notifications and paperwork.
Travel & attend any training sessions in Gaylord and/or Lansing, MI that are offered.

Bondsmen list: maintained and updated by the Circuit Court. Go through each application to make sure all correct paperwork is submitted. Each application is then given to the judge to sign attached order. After signed off, all information must be entered onto three different lists and in January of each year, a new bondsmen list is generated and sent to several offices. Process and distribute updates received after list is generated.

De Novo Filings: Once an objection is filed with the Clerk's office, a call is made to pick up the objection with the court file. It is tracked through the system until resolved. If a transcript is ordered, contact is made with the court referee and court reporter for an estimate. Once a check is received and the transcript is done, scheduled the hearing and do notices.

Court Room Responsibilities

Circuit Court and Trials

Jury. The process starts in April with an annual meeting of the jury board. On average 5,000 jurors are summoned each fiscal year.

After notice is placed in the newspaper informing the public that the jury process is starting, mail out jury questionnaire forms to prospective jurors.

Locate and update addresses of all prospective jurors.

Review, collect and file questionnaire forms. Call any jurors needing clarification in their forms before entering into system.

Contact those who did not respond to questionnaire by letters of contempt with an expected date of completion.

Once forms are all completed, take to the clerk's office to be stored.

Generate list of all the Jury trials scheduled for a three month period of time.

Jury panel is selected for a two month period of time. Once list is mailed out by clerk's office, take in incoming phone calls from jurors and process/take note from jurors with dates that they are not available and/or excuses as to why they cannot serve.

Responsible to make sure that a sufficient amount of jurors are summoned for each jury trial whether it be for circuit court or juvenile court. Lists must be sent to the Clerk's Office, as well as each attorney.

On the first day of trials, check in all of the perspective jurors. Call/write letters to those who did not appear.

Prepare binders for the jurors to maintain their notes.

Make sure there are adequate supplies (i.e. coffee) in the jury room.

Make arrangements for the bailiff each day for trail.

Once jury picked, make sure everything runs smoothly (i.e. binders are secure).

Once jury in deliberation, make sure that meals are provided for the jurors and the bailiff (whether that be restaurant or order-in).

At conclusion of trial, gather up all binders and shred information.

Clean jury room, make sure doors are locked.

Additional Notes

Essential in job function, to keep the circuit court moving. High concern over time management, organization and efficiency are inherently necessary for all functioning parts of the courts.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this 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 occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate.

JOB COMPENSATION and BENEFITS

This Clerical position is an at-will county position subject to the County Personnel Policy and other rules governing full-time employees adopted by the Mason County Board of Commissioners and the Mason County Register of Deeds. There will be a twelve (12) month orientation (probationary) period. At present, hours, compensation and benefits include, but are not limited to, the following:

A. Current hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. with a one (1) hour lunch period, except for holidays;

B. Current compensation schedule for 2023:

Start	\$17.80 per hour
Satisfaction plus 6 months service	18.04 per hour
Satisfaction plus 1 year service	18.38 per hour
Satisfaction plus 2 years service	19.04 per hour
Satisfaction plus 3 years service	20.20 per hour
Satisfaction plus 4 years service	21.58 per hour

Longevity pay - varying increments - thereafter to a maximum of \$2,500.00.

C. Present benefits include, but are not limited to, employer paid vacation, holidays, sick days, retirement, health insurance, life insurance, and dental/optical/hearing reimbursement.

Health insurance is available in accordance with the hard cap requirements of Public Act 152 of 2011, effective December 1, 2012.

Dental/optical/hearing reimbursement is \$1,200.00 for 2023 and is subject to a maximum accrual of \$1,800.00.

Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For			Date of Application		
How did you learn about us?					
<input type="checkbox"/> Advertisement		<input type="checkbox"/> Friend		<input type="checkbox"/> Walk-In	
<input type="checkbox"/> Employment Agency		<input type="checkbox"/> Relative		<input type="checkbox"/> Other _____	
Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number(s)			Social Security Number		

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

If yes, give date _____

Have you ever been employed with us before? Yes No

If yes, give date _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last seven (7) years? Yes No

Conviction does not necessarily disqualify an applicant from employment.

If Yes, please explain:

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Middle School			High School				Undergraduate College/University				Graduate/Professional			
School Name and Location															
Years Completed	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree															
Describe Course of Study															
Describe any specialized training, apprenticeship, skills and extra-curricular activities															
Describe any honors you have received															
State any additional information you feel may be helpful to us in considering your application															

Indicate any foreign languages you can speak, read and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.
You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry or handicap or other protected status:

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____

2. _____

3. _____

Have you ever had any job-related training in the United States military? Yes No

If Yes, please describe _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying? Yes No

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1.	Employer		Dates Employed		Work Performed
	Address		From	To	
	Telephone Number(s)		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	
	Reason for Leaving				
2.	Employer		Dates Employed		Work Performed
	Address		From	To	
	Telephone Number(s)		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
	Address		From	To	
	Telephone Number(s)		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
	Address		From	To	
	Telephone Number(s)		Hourly Rate/Salary		
	Job Title	Supervisor	Starting	Final	
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Applicants Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in-discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/Salary _____ Department _____

By _____
Name and Title Date

NOTES _____

Employment Data Record

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations including Affirmative Action responsibilities where they apply.

The purpose of this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file.

Please note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

VOLUNTARY SURVEY

(Please Print)

Date: _____

Government agencies at times requires periodic reports on the sex, ethnicity, handicap, veteran and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action Program. SUBMISSION OF THIS INFORMATION IS VOLUNTARY.

Name		
Address		
City	State	Zip
Social Security No.		

√	Complete Only The Sections Below That Have Been Checked
	Current Job
	Check One: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
	Check One of the Following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Black <input type="checkbox"/> Other <input type="checkbox"/> Asian/Pacific Islander
	Check if any of the following are applicable <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped Individual
	Birthdate

FOR POST HIRE USE ONLY

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open:

Yes

No

Position(s) Considered For:

Date _____

NOTES: