

EMPLOYMENT OPPORTUNITY

Full Time - Judicial Secretary/Jury Coordinator - 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/Jury Coordinator. 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 mail their Resume with a covering letter conveying interest, addressed to Judge Sniegowski, Attn: Judicial Secretary Position, Mason County Circuit Court, 304 East Ludington Avenue, Ludington, Michigan, Application letter and Resume may also be dropped off to the 2nd floor Circuit Court window, Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. Only applications received no later than 1:00 p.m. on Monday, May 1, 2025 will be considered. The County of Mason and the Mason Circuit Court are Equal Opportunity Co-Employers.



51st Circuit Court Hon. Judge Susan K. Sniegowski

Job Title:	Judicial Secretary	Job Category:	Secretary/Circuit Court Clerical Employee
Department/Group:	51 st Circuit Court		
Location:	Mason County Court House, Ludington, MI	Travel Required:	Yes* (Occasional)
Level/Salary Range:		Position Type:	Full-Time, Monday-Friday 8:00am-5:00pm
Contact Information:	304 E. Ludington Ave. Ludington, MI 49431-2121 Phone: 231-845-0516		

Job Description

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- LEGAL EXPERIENCE AND/OR BACKGROUND
- LEGAL 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 DUTY WITHIN THIS JOB. RESCHEDULING, ANSWERING PHONE CALLS AND ASSISTING/DIRECTING THE PUBLIC ARE REQUIRED TO DO WHEN ASKED UPON
- COMMUNICATION
- ORGANIZATION

ROLE AND RESPONSIBILITIES **SPECIFIC TO MASON COUNTY**

- 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 AND UP-TO-DATE AND CURRENT SCHEDULE FOR HEARINGS IN THE CALENDAR BOOK AND IN THE COMPUTER FOR JUDGE SNEGOWSKI, JUDGE NELLIS (FAMILY COURT) AND JUDGE WADEL (CIRCUIT COURT) MATTERS. 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
- PROCESS AND DISTRIBUTE INCOMING MAIL. RESPONSIBLE FOR COLLECTING ANY RETURNED MAIL, AND RESENDING IT BACK OUT
- ASSIST COURT ADMINISTRATOR WITH ANY TASKS ASSIGNED



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- COURT ADMINISTRATOR ABSENCE: IF THE COURT ADMINISTRATOR IS ABSENT FROM THE OFFICE, THE JUDICIAL SECRETARY IS REQUIRED CHECK THE JAIL ROSTER AND SCHEDULE ANY PROBATION VIOLATION ARRAIGNMENTS AND COORDINATE WITH PARTIES. ALONG WITH PROCESSING AND TRACKING SCHEDULING ORDERS, FILING OF PRESENTENCE REPORTS AND JUDGEMENTS, PULLING FILES FOR COURT ADMINISTRATOR AS REQUESTED
- ASSIST IN SCHEDULING HEARINGS (NOT TRIALS)
- CHECK ON WRITS FOR CRIMINAL CASES WHEN A PARTY IS INCARCERATED TO EITHER APPEAR BY ZOOM OR TO BE TRANSPORTED BY MDOC
- TYPING UP AND SENDING NOTICES FOR MEDIATION AND/OR CASE EVALUATIONS
- ARRANGE A TRANSLATOR FOR HEARINGS IF NEEDED
- PROBATION ORDERS. AFTER JUDGE SIGNS ORDER, COPY, SEAL AND DISTRIBUTE ALMOST ON A DAILY BASIS. THE 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

COURT ROOM RESPONSIBILITIES

CIRCUIT COURT AND TRAILS

- JURY. THE PROCESS STARTS IN APRIL WITH AN ANNUAL MEETING OF THE JURY BOARD. ON AVERAGE 5,500 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



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- 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

Reviewed By:	Joanne M. Kalchik	Date:	04/10/2025
Approved By:	Hon. Jeffrey C. Nellis	Date:	05/25/2023
Last Updated By:	05/10/2025	Date/Time:	05/25/2023 10:00 a.m.