



Eaton Municipal Court

Title of Position : Assignment Clerk/Deputy Clerk
Department: Municipal Court
Supervisor: Chantelle R. Jennings, Clerk of Court
Contact Email: cjennings@eatonmunicipalcourt.com

Normal Working Hours: 8:00 am to 4:30 pm

Starting Salary: \$17.56 an hour

Minimum Requirements: High School Degree or GED required; Minimum of 2-years of experience in customer service, clerical work, computer operations and data entry; Experience working in court system preferred. Strong computer skills; proficient in Microsoft Office applications, including but not limited to Word and Outlook.
Experience providing customer service while dealing with stressful situations.

POSITION SUMMARY:

The Assignment Clerk/Deputy Clerk is responsible for maintaining the Court's schedule.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Assigns court dates coordinating with the Judge and/or Visiting Judge, Magistrate, for cases filed or continued by Prosecutor's, Attorneys or the general public. Reschedules pending cases as requested.
- Continuously monitors filings with the Court
- Answer general, non-legal questions in person and by telephone pertaining to court hearings for court staff, attorneys and the general public.
- Confirms court hearing dates with required participants electronically, by telephone or in person.
- Directs attorneys and the general public to assigned/designated courtrooms for court hearings or questions.
- Perform general clerical tasks (copying, faxing, screening calls, taking messages, scanning documents, taking fine payments). Performs other related duties as directed by the Judge or Clerk of Court.

Please send all resumes to Clerk of Court, Chantelle R. Jennings at cjennings@eatonmunicipalcourt.com no later than Wednesday, November 30th, 2022, at 4:30 pm.

Disclaimer: The City of Eaton is an Equal Opportunity Employer.