



98th DISTRICT COURT – Gogebic County

200 North Moore Street, Bessemer, MI 49911 906-663-4611

Career Opportunity

District Court Magistrate/Clerk. Duties include legal and clerical. Bachelor's degree preferred or Associates or equivalent experience. Position requires utilization of advance communication, organization and computer skills along with critical thinking. Government/legal background a plus. Specific description of duties is available from the District Court Office, Gogebic County Courthouse, Bessemer, MI.

Letter/resume deadline by 10/19/17.

Apply online at mahnen@gogebic.org

Non-Attorney Magistrate - Traffic Clerk

Full-Time (35 hours per week)

On-Call After Hours

SUMMARY

Serves in a quasi-judicial capacity as prescribed by statute and court rule, and as authorized by the Chief Judge. Conducts informal hearings, arraignments on misdemeanor and felony matters, issues arrest and search warrants, and sets bond.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Non-Attorney Magistrate – Traffic Clerk

- Conducts informal hearings in civil infraction matters. Explains the law and procedures to parties, hears testimony, examines witnesses under oath, makes findings of fact and conclusions of law, and assesses appropriate sanctions upon findings of responsibility.
- Conducts arraignments in felony and misdemeanor matters, accepts guilty pleas and sentences defendants for misdemeanors within magistrate's statutory jurisdiction, considering defendant's record and other relevant factors.
- Accepts and examines criminal complaints and examines witnesses, as necessary, in order to determine probable cause for issuing arrest warrants authorized by the prosecuting attorney.
- Accepts and examines affidavits for search and seizure warrants from law enforcement officers. Upon determining probable cause, issues search and seizure warrants.
- Sets or denies bail in criminal matters based on seriousness of charge, probability of defendant's court appearance, and other relevant factors. May set conditions for bond, or commit accused persons to jail in lieu of bail.
- Accepts admissions of responsibility in civil infraction matters, considers defendants' verbal or written explanations, and makes appropriate disposition of cases including assessing fines and other sanctions.
- Performs civil marriage ceremonies.

- Performs magisterial duties outside of normal court business hours on a regular basis (nights, weekends, holidays). Serves in an on-call capacity for the issuance of warrants and setting of bonds.
- Perform duties as outlined in Local Administrative Order (attached)
- Must be a registered voter of Gogebic County at the time of appointment and bonded. Must complete Magistrate Training offered by Michigan Judicial Institute.
- Maintains paperless (paper on demand) civil infraction docket. Utilizing iyeTek Judicial Management System (JIS) software.
- Run Daily reports, mail default notices.
- Prepare and file various court documents and other necessary court paperwork
- Open, update and close case files/ticket files. Prepare file folders, assign case number
- Operate and balance cash drawer; accept, record and receipt payment of fees, fines and costs, cash bonds, and other monetary transactions
- Prepare daily bank deposit and individual financial close out
- Schedule proceedings before the Court, issue notice to appear, coordinate proceedings among judges, defense attorneys, plaintiff attorneys, prosecutors and other court participant. Complete MDOCWRITT requests.
- Answer phones, respond to inquiries, and provide assistance to the public.

Court Calendar / Display Coordinator

- Implement and manage electronic court calendar on desktops and mobile devices.
- Maintain, update and display court docket. Knowledge of State Court Administrator MCAP web application and RiseVison.

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

QUALIFICATIONS

Education and Experience: Any combination of education, and training, and experience which would provide the opportunity to attain and demonstrate the use of the required knowledge and abilities.

Experience: One to two years of experience which has provided a working knowledge of district court procedure, or other closely related experience.

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment.