

# Cass County Courts



## **POSITION VACANCY**

Cass County Courts  
Law & Courts Building

**Paralegal/Bailiff**

Wage range: Paygrade 7, non-union, \$46,039 -59,851

### NOTE:

This is an informational posting only. If you are interested in being considered for this position, please send your cover letter, resume' and completed county application to Sarah Mathews, Court Administrator, via email: [sarahm@cassco.org](mailto:sarahm@cassco.org). Cass County has a drug testing policy, and an offer of employment will not be extended to any candidate who fails the drug test. Background check required.

Posting #: P23-12, 5/23/23



## **EMPLOYMENT OPPORTUNITY**

**Paralegal/Bailiff** – This position is selected by and supervised by the Chief Judge, reporting directly to, and acting under the direct supervision and oversight of the Circuit and Probate/Family Court Judges subject to MCR 8.110 (Chief Judge Rule) with administrative oversight by the Circuit/Probate/Family Court Administrator. This position may provide paralegal and bailiff services to any of the 3 Cass County Judges in Circuit, District, and Probate Courts while working primarily for the Circuit and Probate Court Judges. This position assists the Judges in drafting decisions, documents, opinions, briefs, and orders. Processes routine legal paperwork and correspondence; also reviews, studies, and conducts research on laws and court decisions in civil, criminal, and family law. Ensures the efficient and effective operation of court hearings and jury protocols which includes opening the courtroom, maintaining security, sequestering jurors, and maintaining decorum in the courtroom and surrounding areas. Assists with scheduling, monitoring caseload, and other case administration as directed. Performs court recording and/or transcriptionist duties timely as requested and/or ordered if a Certified Electronic Operator (CEO) or Certified Electronic Recorder (CER). Performs other administrative and supportive duties as directed by the Judges and the Court Administrator.

**Wage range:** Paygrade 7, non-union, \$46,039 -59,851

**To apply:** : If you are interested in being considered for this position, please send your cover letter, resume' and completed county application to Sarah Mathews, Court Administrator, via email: [sarahm@cassco.org](mailto:sarahm@cassco.org). Cass County has a drug testing policy, and an offer of employment will not be extended to any candidate who fails the drug test. Background check required.

Employment application can be obtained at: <https://casscourtsmi.org/wp-content/uploads/2022/12/2022-Updated-County-Application-for-Employment.pdf>

(Works best in a Chrome browser)

**CASS COUNTY COURTS'  
JOB DESCRIPTION**

**PARALEGAL/BAILIFF**

Non-union position

**Supervised by:** Chief Judge (with administrative oversight by the Court Administrator)

**Supervises:** None

All Court employees are subject to the Chief Judge Rule, MCR 8.110, including MCR 8.110 (C)(3)(d) which gives the Chief Judge authority and responsibility to supervise the performance of all court personnel, with authority to hire, discipline, or discharge such personnel, with the exception of a judge's secretary and law clerk, if any.

**Position Summary:**

This position is selected by and supervised by the Chief Judge, reporting directly to, and acting under the direct supervision and oversight of the Circuit and Probate/Family Court Judges subject to MCR 8.110 (Chief Judge Rule) with administrative oversight by the Circuit/Family/Probate Court Administrator. This position may provide paralegal and bailiff services to any of the 3 Cass County Judges in Circuit, District, and Probate Courts while working primarily for the Circuit and Probate Court Judges.

This position assists the Judges in drafting decisions, documents, opinions, briefs, and orders. Processes routine legal paperwork and correspondence; also reviews, studies, and conducting research on laws and court decisions in civil, criminal, and family law. Ensures the efficient and effective operation of court hearings and jury protocols which includes opening the courtroom, maintaining security, sequestering jurors, and maintaining decorum in the courtroom and surrounding areas. Assists with scheduling, monitoring caseload, and other case administration as directed. Performs court reporter and transcriptionist duties timely as requested and/or ordered if a Certified Electronic Operator (CEO) or Certified Electronic Recorder (CER). Performs other administrative and supportive duties as directed by the Judges and the Court Administrator.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Trained on and timely become proficient in navigating and utilizing OnBase EDI System including uploading and indexing functions and timely processing of documents in assigned OnBase queues.
2. Experience with and ability to utilize the Court's information system (Judicial Information Systems [JIS]) to perform job related functions is desired and in the absence of such experience the willingness and ability to gain the necessary knowledge is required.
3. Engage in regular training to maintain current knowledge related to all job functions as well as to develop additional knowledge necessary to carry out job functions.
4. This position's duties and workload are affected by the Case Assignment Local Administrative Order (LAO) and Concurrent Jurisdiction Plan in effect with respect to the different case types assigned to each Judge, including civil cases, criminal cases, divorces without children, divorces with children, and all domestic relations cases other than divorces such that workload may vary depending upon each Judge's case assignments.

5. Actively initiates communication with and receives direction from the Judges to provide assistance with management of the dockets and caseloads and running and coordination of Court hearings.

6. As Paralegal:

- a. Conducts research on legal issues in response to motions before the Court.
- b. Conducts legal research as assigned, drafts summary of findings; drafts proposed legal memoranda, documents, and opinions.
- c. Reviews complaints, petitions, motions, or other pleadings that have been filed with the Court to determine issues involved or basis for relief.
- d. Compiles references on laws and decisions necessary for legal determinations.
- e. Follows up initial work with additional research after discussion with or at the request of the Judge.
- f. Initiates work assignments from Judges as well as timely responding to Judges' requests for research, information, and other paralegal assistance.
- g. Provides information to attorneys, litigants, and others regarding court procedures.
- h. Drafts and proofreads legal opinions, decisions, or citations.
- i. Summarizes and compiles various court opinions, compiles and maintains standard jury instructions, and provides other paralegal support.
- j. Remains current with recent changes in the law, court rules, and court procedures.
- k. Responds to phone calls and written inquiries from the public and attorneys as assigned by the Judges.

7. As Bailiff:

- a. Prepares and opens the courtroom for proceedings, including but not limited to turning on the lights, unlocking the door, checking the heating, ensuring the schedule is posted for the public, providing water and water cups in the courtroom, checking operation of computerized electronic recording equipment, monitoring placement of microphones, operation of headsets for the hearing impaired, ensuring sufficient supplies, and ensuring readiness of casefiles for the proceedings.
- b. Checks in and tracks down parties and attorneys for hearings, notifies the Judge of who is present for hearings, and opens Court by announcing entrance of the Judge.
- c. Delivers court files for court proceedings or uses OnBase to pull up court files on the system for the Judge's use during hearings, calls cases into court, directs parties to proper courtroom, provides court schedule information, and provides proper legal forms for pro per parties.
- d. Attends court sessions to hear oral arguments or record necessary case information.

- e. Maintains order and facilitates protection for the Judge and others in the courtroom. Facilitates removal of disruptive or disorderly persons from the courtroom in coordination with security. Facilitates maintenance of decorum in court proceedings.

8. As Certified Electronic Operator (CEO) and/or Certified Electronic Recorder (CER):

- a. Performs court reporter and/or transcriptionist duties in a backup capacity as requested and/or ordered if a CEO or CER;
- b. Willingness and ability to be certified as a CEO if not already certified to assist with recording court proceedings in a backup capacity;
- c. Assists with processing transcript requests and submitting any requests to the Deputy Friend of the Court to have assigned through the Court's transcript assignment process when needed.
- d. Assists the Deputy Friend of the Court with any inquiries or requests for assistance obtaining information needed to complete a transcript that has been assigned through the transcript assignment process.
- e. Once certified as a CEO or CER:
  - i. When recording proceedings, operates and maintains computerized electronic recording equipment to record Circuit and Probate proceedings including jury and nonjury trials, mental health commitments, personal protection order arraignments, pleas, dispositions, pretrial, show causes, motions, and various civil, criminal, juvenile, and family law matters. Monitors the recording of the hearings to ensure an accurate and verbatim record.
  - ii. While recording proceedings, prepares a detailed log of court activity, including identifying the speaker and noting the point that exhibits are marked, witnesses are called, and other actions occurring in order to assist in transcript preparation. Maintains a log of recorded proceedings for permanent court record including names of parties, nature of proceedings, and related information.
  - iii. If a CER, prepares official verbatim transcripts of court proceedings as requested. Prepares and distributes the necessary forms for cases to the Michigan Court of Appeals. Proofreads transcripts, certifies transcripts, and prepares billings as appropriate.
  - iv. If a CER, maintains a log of transcripts prepared as well as storing and maintaining recordings from daily hearings and courtroom schedules as required by court rules.
  - v. If a utilizes the State Court Administrative Office Manual for Court Reporters/Court Recorders to ensure applicable guidelines and laws are followed when preparing transcripts.
  - vi. Marks and maintains a record of exhibits and provides other assistance to the Judge in the courtroom during proceedings as directed.

9. Assists with monitoring caseload for speedy trial and case disposition requirements and carries out related administrative functions as directed to ensure efficient caseload management.

10. Assists with various administrative duties, as assigned by the Judges and the Court Administrator.
11. Performs other duties as assigned by the Judges and Court Administrator.

**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:

1. Bachelor's degree required. Bachelor's degree in sociology, psychology, accounting, business administration, social work, criminal justice, or education that qualifies the person to carry out the duties of this position preferred. Paralegal certification preferred. Legal or Court administration experience may be considered in lieu of educational requirements and preference.
2. Two years or more of demonstrated experience preferred as a paralegal, in family/domestic relations law, a human service or behavioral science field, or administration, preferably in a Court, or closely related setting.
3. Certification as or willing to become certified, at a minimum, as a CEO and if desired, as a CER, to assist in a backup capacity recording court proceedings and/or preparing transcripts.
4. Demonstrated knowledge of legal research, document production and courtroom presentation, including experience with and understanding of the Rules of Evidence preferred. Ability to conduct legal research by utilizing software packages such as West Law, Lexis, or comparable research resources.
5. Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.
6. Demonstrated ability to communicate effectively, verbally and in writing, and the ability to pay attention to detail including the ability to detect errors, determine causes, and make corrections as appropriate.
7. Working knowledge of the State of Michigan court system, procedures, court rules and statutes, specifically related to Circuit/Family/Probate Courts and in the absence of such knowledge a desire, willingness, and ability to timely obtain such knowledge.
8. Ability to consistently demonstrate sound ethics and judgment.
9. Demonstrated ability to maintain professional integrity and respect for colleagues, co-workers, parties, attorneys, and the general public and the ability to effectively meet with and interact with the general public.
10. Ability to maintain office confidentiality and handle stressful situations.
11. Skill in prioritizing and completing work assignments.
12. Knowledge of legal terminology, format, and standard legal instruments and in the absence of such knowledge a desire, willingness, and ability to timely obtain such knowledge.
13. Ability to be impartial and make timely decisions.

14. Ability to type accurately and quickly.
15. Proficiency in English grammar, spelling, punctuation, and simple mathematical functions, such as addition, subtraction, multiplication, and division.
16. Ability to maintain accurate and organized records.
17. Ability to use resources effectively and efficiently.
18. Working knowledge of and ability to use modern office equipment such as computers, telephones, fax machines, scanners, calculators, and computer software, including word processing, spreadsheet, database, financial, and email/world wide web. Proficiency with the use of Microsoft Office tools including Outlook, Word, Excel, and basic skill in PowerPoint is desired.
19. Ability to use recording, photographic, audio and video equipment.
20. Able to and willingly engage in positive customer service.
21. Able to and willingly comply with all Court policies.
22. All Court employees are expected to and shall comply with the Model Code of Conduct for Michigan Trial Court Employees.
23. Court employees, like county employees, are expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity, and loyalty as it pertains to and reflects upon their employment with the County.
24. Court employees, like county employees, must be physically and mentally able to perform the essential duties of their position without excessive absences.
25. All persons filling Court positions, like county positions, are required to have an ability to read, write, speak, and understand the English language as necessary for the position, including the ability to follow written and oral instructions.

**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 functions of the 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 is frequently required to talk or hear. The employee is often required to walk, sit, or use hands to finger, handle or feel objects, tools, or controls. The employee is often required to stand and sit for extended periods of time. The employee is required to manage stress, be it from dealing with people under duress, from the confrontation and negotiation components of the adversarial process or from the demands of decision making. The employee must occasionally lift and/or move light to moderate objects. The noise level in the work environment is typical of a busy office, ranging from quiet to moderate.