

GRATIOT COUNTY
Clerk – Friend of the Court

General Summary

Under the direction of the Friend of the Court and the Family Division Judges is responsible for numerous office functions including receiving payments, mail management, scheduling and reception for the phones and the front window. Provides assistances to the Friend of the Court in office management and clerical responsibilities. Additional responsibilities include engaging in the process of payments and related support functions for the Friend of the Court Office including cross training for the Financial Manager position.

Essential Functions

1. Has the primary responsibility to help clients who come to the reception area for assistance and to answer the telephone and forward calls as needed. This position also has primary responsibility for mail management and scheduling.
2. Is responsible for receiving payments for child support, spousal support, and medical court orders. This position is also responsible for reconciliation of the cash deposits on a daily basis.
3. Must learn and keep up to date on the MICSES [Michigan Child Support Enforcement System] which includes attending meetings and training sessions. Must stay up to date on the scheduling of releases of software and modifications for the MICSES system. Is responsible to contact the State regarding problems or issues. Assist in keeping the office staff updated on changes and procedures.
4. Is responsible for timely answering inquiries regarding payment information, court scheduling and procedures.
5. Has the primary responsibility for scheduling the Referee docket as well as Conciliations for the office. Generates and mails all required notices and court paperwork in relation to this responsibility.
6. Has the primary responsibility for accounts payable for the office.
7. Is responsible for acting as a back up to the Financial Manager by becoming familiar with the job responsibilities in that position.
8. Assists the Friend of the Court with clerical duties and scheduling.
9. Performs other duties and functions as added, deleted or modified.

Employment Qualifications

Education: High school graduation or equivalent required. Some advanced coursework in Office Management or Legal Assistance preferred. Prefer an Associate's Degree in a related field.

Experience: Two years of prior office management/bookkeeping experience required. Prefer experience in a court or related legal setting.

Physical Requirements: This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed below. Reasonable accommodations will be made for otherwise qualified applicants to fulfill one or more of these requirements.

Ability to access departmental files

Ability to access Clerk's office and judicial offices

Prolonged periods of sitting at and using a computer terminal

Ability to enter and retrieve information from computer

Working Conditions:

Works in office condition

Regular exposure to clients who may be verbally abusive or hostile

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards but as general guidelines that should be considered along with other job-related selection or promotional criteria.

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