

Kalkaska County Friend of the Court is seeking an administrative Legal Clerk. This position is required to perform a variety of clerical functions involved in setting up case files, entering case information, processing financial account adjustments and dealing with a variety of legal documents. Customer Service is a core component for assisting families with financial and more importantly, family issues. This requirement is essential due to the fact that this office enforces custody, parenting time and child support orders which highly impact the families.

QUALIFICATIONS

- High School Diploma; however, some college is preferred
- 2 years of hands on administrative support experience (legal background is not required)
- Proficiency in MS Word, MS Excel and MS Outlook a must
- Excellent customer service skills – written and verbal
- Ability to prioritize projects and strong problem solving skills
- Good research skills and attention to detail
- Must be able to lift up to 30 pounds, bend and stoop
- Ability to Multi-Task
- No Criminal History

Starting wage \$12.22 per hour, 37.5 hours per week

We offer attractive, competitive compensation and benefits including, medical, dental, life, retirement, as well as paid vacation, personal and holidays.

Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements and follow through with the detail described in applying. Only local candidates will be considered.

This is a drug-free workplace. Candidates are required to pass a drug test before beginning employment as well as a thorough background check. In addition, employees in certain positions are subject to random drug testing.

Please send a detailed cover letter, a resume and references to Jamie Smith, FOC Supervisor, ATTN: FOC JOB OPENING, 605 North Birch Street, Kalkaska, MI 49646 by July 15, 2018.

Friend of the Court Duties

The FOC performs the following duties: When directed by the judge, it investigates and makes recommendations to the court regarding: Child support, medical support, and sometimes spousal support. It offers voluntary alternative dispute resolution (ADR) services to help settle disagreements about custody or parenting time. In cooperation with the Michigan State Disbursement Unit (MiSDU), it collects, records, and distributes support payments as ordered by the court. It helps the court enforce orders of custody, parenting time, and support. It informs the parties that they may decline FOC services. It makes available forms that parties may use to file motions and responses regarding custody, parenting time, support, change of domicile, and repayment plans. It informs the parties of the availability of joint custody.