

Kalkaska County Friend of the Court is seeking an individual who is looking for a career. This position is required to perform a variety of clerical functions involved in setting up case files, entering case information into the computer, processing account adjustments, processes a variety of legal documents, show cause notices, schedules show cause and writ hearings, types reports, correspondence and other documents. MUST be able to type 50 wpm, be efficient with a 10-key calculator, Word and Excel. Also must be able to multi-task, attention to detail is a must, and have good customer service. This position requires a person who can work as a team.

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

Please send a detailed cover letter, a resume and references by January 12, 2018 to
Jamie Smith, FOC Supervisor
ATTN: FOC JOB OPENING
605 North Birch Street
Kalkaska, MI 49646 by January 12, 2018.