



COUNTY OF MECOSTA

BOARD OF COMMISSIONERS

400 ELM STREET, BIG RAPIDS, MI 49307
Phone (231) 796-2505 Fax (231) 592-0121
www.co.mecosta.mi.us

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Paul E. Bullock
Controller/Administrator

To: Pioneer News/Classifieds

From: Paul E. Bullock, Controller/Administrator

Date: June 11, 2014

Re: Ad in the Pioneer

Please schedule the following advertisement to run three times in the Pioneer. Please invoice the Mecosta County Board of Commissioners, 400 Elm Street, Big Rapids for the cost.

49th Circuit Court of Mecosta County and Osceola County Seeking Sr. Legal Assistant/ADR Clerk

Under the supervision of the Chief Judge, Scott Hill-Kennedy, the Sr. Legal Assistant/ADR Clerk coordinates caseload management activities primarily for the Osceola County cases, including scheduling proceedings before the Judge and preparing and distributing notices. Responsible for the scheduling, record keeping and oversight of civil cases for case evaluation and facilitated mediation. Answers and screens calls and visitors for the Judges and responds to inquiries from attorneys and their staffs, members of the public, governmental officials, and other courts. Performs a variety of office support tasks. Position requires a high school diploma, preferably with some advanced coursework in legal administration, paralegal studies, or a related legal area. Also requires three years of experience in a court, law office, or related setting that provides an understanding of Circuit Court functions and procedures. Wage scale \$15.12 to \$18.92 hour w/excellent benefits. Send resume, by June 30, 2014 to Mecosta County Administrator, Attention: Robyn Stratton, 400 Elm St., Big Rapids, MI 49307. EOE.