

May 5, 2014

Ogemaw County Family Division

**COURT / COLLECTION CLERK**

General Summary

Under general supervision of the Probate Register: types various probate/juvenile documents, answers incoming phone calls and performs other clerical duties necessary to process juvenile/probate cases. This is a non-union position.

Principal Duties and Responsibilities

1. Types and proofreads probate/juvenile documents including probate reports, correspondence, legal orders, petition forms, et cetera.
2. Maintains various probate/juvenile files, record, and confidentiality.
3. Answers the telephone, screens and routes calls, and provides and receives factual information.
4. Serves as Court Collection Clerk which includes entry of financial data, setting financial hearings, establishing and maintaining an accurate accounting system for all Court reimbursements, initiating collection of past due accounts, providing follow-up through the show cause hearings, attending show cause hearings, and making financial recommendation to the Family Court Judge.

*The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. This is not an exhaustive list of all job duties performed.*

Employment Qualifications

Education: High school diploma or its equivalent with typing and clerical skills coursework.

Experience: Some general office experience preferred.

Other Requirements: Ability to possess or pass a Certified Electronic Recorders course, possess computer skills, type with speed and accuracy, exercise tact and discretion when dealing with court patrons, staff, and the general public.

*The qualifications listed above are guidelines. Alternative qualifications may be substituted if sufficient to perform the duties.*