

ALLEGAN COUNTY EMPLOYMENT OPPORTUNITY

Date of Posting: January 31, 2014

DEPARTMENT	CIRCUIT COURT-FRIEND OF THE COURT
Position:	Clerk/Typist
Starting Hourly Rate:	\$13.01 per hour, full time, excellent benefit package
Responsibilities	Files correspondence, orders and other legal documents, copies and distributes withholding orders and show cause orders, delivers forms, correspondence and orders to other employees and departments, and assists at the reception counter when necessary. Refer to the job description located on the Internet at Court Hourly & Salaried Job Descriptions for the detailed duties and responsibilities of the position.
Education	High school graduation or equivalent.
Experience	No specific or prior experience required.
Deadline:	February 14, 2014 4:00 p.m.

Allegan County requires that all candidates complete a County application form. Prefer application to be completed and submitted on-line at www.allegancounty.org, but may send to Allegan County Human Resources, 3283 122nd Avenue, Allegan, MI 49010, or may be faxed to 269.673.0367. Candidates may include resume when emailing completed application.

Allegan County is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.