

JOB ANNOUNCEMENT

**TUSCOLA COUNTY
54TH CIRCUIT COURT
FAMILY DIVISION**

VACANCY: TUSCOLA COUNTY FRIEND OF THE COURT

JOB TITLE: FRIEND OF THE COURT SPECIALIST

STARTING PAY: \$15.17/HR PLUS BENEFITS

GENERAL SUMMARY

Under the general direction of the Director of the Friend of the Court (FOC), a FOC Specialist assists with front line customer care, payment processing, document processing, and other duties within the FOC as assigned.

DUTIES AND RESPONSIBILITIES

- Provide reception services to customers
- Assist customers with general case related issues
- Receipt payments
- Scan and process documents
- Open new cases
- Perform other duties as assigned

THE ABOVE DUTIES AND RESPONSIBILITIES ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND TYPE OF WORK BEING PERFORMED IN THIS POSITION. THIS IS IN NO WAY AN EXHAUSTIVE LIST.

EMPLOYMENT QUALIFICATIONS

Minimum Education:

Completion of an associate's degree and/or a paralegal degree. Experience in an office setting. Any combination of experience and training which provides the required knowledge, skills and abilities may be substituted.

Required Knowledge and Skills:

Proficient with Microsoft Office; good basic math skills; ability to follow complex oral and written directions.

Demonstrate a willingness and ability to treat litigants with dignity and respect; maintain a positive attitude and collaborate with other employees and agencies to provide excellent public service.

Preferred Knowledge and Skills:

General working knowledge of state laws as they pertain to domestic relations matters.

Previous experience in a legal setting.

Experience with MiCSES.

Work Environment and Physical Demands:

Ability to sit and stand for prolonged periods of time. Ability to lift weights of up to 20 pounds. Ability to stoop, bend, reach and turn while performing duties at a desk. Adequate visual acuity with corrective lenses for reading a computer screen. Adequate hearing comprehension to use the phone and answer questions. Ability to communicate by telephone with clients. Physical ability to operate office equipment as required.

APPLICATION

Qualified applicants must submit the following:

- A completed "General Employment Application" available at www.tuscolacounty.org/employment/ along with a cover letter and resume.
- Application, cover letter and resume must be submitted to: **Tuscola County Friend of the Court, Attention: Sandy Erskine, 440 North State Street, Caro, Michigan 48723**, or emailed to serskine@tuscolacounty.org

DEADLINE FOR APPLICATION: Open until filled.

TUSCOLA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER