

**COURT / COLLECTION CLERK  
PART-TIME**

**Responsibilities:**

Under supervision of the Probate/Family Court Judge: types various probate/juvenile documents, answers incoming phone calls, and performs other clerical duties necessary to process Family Division/Probate cases.

**Qualifications:**

Minimum high school diploma with clerical skills coursework and must possess or be able to pass the Certified Electronic Recorder course.

**Salary:**

\$15,408 (21 hours per week)

Letter of application and resume should be received by May 15, 2014, to Honorable Shana A. Lambourn, Ogemaw County Family Division, Room 203, 806 W. Houghton Ave., West Branch, MI 48661. Ogemaw County Probate/Family Division is an equal opportunity employer. This is a non-union position.