



**Position Available**  
**Office Assistant**  
Region III, State Court Administrative Office  
Salary \$31,278.24 - \$39,421.44

The Region III Administrator for the State Court Administrative Office (SCAO) is looking for qualified applicants for the position of Office Assistant. The position provides administrative support to the regional office located in Mt. Pleasant, Michigan and serves as primary receptionist. In addition, the Assistant provides logistical support for all aspects of judicial meetings and training events. Essential duties for the position are listed below.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (Additional duties may be assigned):

- Serve as primary receptionist for the regional office. Take messages, schedule appointments, and route callers as appropriate.
- Type and proof correspondence, reports, charts, graphs, spreadsheets and other documents. Prepare reports using several types of data and programs.
- Maintain and coordinate office appointment calendars.
- Maintain a schedule for reporting deadlines, prepare and send reminder notices to court staff, monitor and make contact with courts who have not submitted timely reports, and assist courts with data application issues.
- Handle logistics for judicial education projects and meetings. Assist participants and faculty with program-related needs including notice, handouts, directions, lodging, special accommodations, catering, and related matters.
- Coordinate training room details and assist facilitators with training room preparations. Operate audio-visual and technological equipment, materials, and instructional aids for meetings and conferences. Assist faculty with the operation of equipment as needed.
- Assist in development and maintenance of SCAO's internal portal site.
- Open and distribute mail and prepare outgoing mail. Prepare, package, and send bulk mailings. Provide informational materials, brochures, and pamphlets to the courts and general public upon request.
- Review invoices and code for approval, monitor expenditures, and prepare travel vouchers within approved limits.
- Maintain division or regional files and informational databases.
- Review, log, and refer complaint letters to appropriate staff. Mail inquiry forms when appropriate.
- Maintain and monitor office supply inventory and prepare purchase requests as necessary.

**EDUCATION AND EXPERIENCE:** The job requires communication skills, math, and other skills that are acquired through high school level courses, or through vocational or applied skills courses. One to two years of secretarial or clerical experience applying knowledge of word processing, presentation, database, and spreadsheet applications preferred.

**WORK LOCATION:** Mt. Pleasant, Michigan

**TO APPLY:** Please send your cover letter and resume in Microsoft Word© or Adobe Acrobat© to [jobapps@courts.mi.gov](mailto:jobapps@courts.mi.gov). If you are unable to send applicant materials electronically, cover letters and resumes may be mailed to: Michigan Supreme Court, Human Resources Department, Attn: Region III Office Asst, P.O. Box 30052, Lansing, MI 48909.

**POSTING DEADLINE: MAY 16, 2014**

AN EQUAL OPPORTUNITY EMPLOYER