

**FRIEND OF THE COURT OFFICE  
FOR THE FORTY-SEVENTH JUDICIAL CIRCUIT COURT  
DELTA COUNTY  
State of Michigan**



Hon. John B. Economopoulos, Circuit Court Judge

Hon. Robert E. Goebel, Jr., Circuit Court Judge  
*Presiding Judge of the Family Division*

---

310 LUDINGTON STREET  
ESCANABA, MICHIGAN 49829-3250  
(906) 789-5110

**James E. Soderberg**  
Friend of the Court  
(906) 789-5135

**Jessica J. Gallagher**  
Deputy Friend of the Court  
Friend of the Court Attorney  
(906) 789-5111

FAX (906) 789-5187

July 11, 2018

**JOB POSTING/DESCRIPTION**

Friend of the Court has a position of **Certified Electronic Operator for the Domestic Relations Referee.**

**POSITION START DATE:** As soon as possible

**POSTING DATES:** July 11, 2018 to July 31, 2018

**PAY RATE:** \$13.14/hour; up to 20 hours per week. This is a non-benefits position, lasting only as long as the condition for a Referee exists.

**APPLICATION PROCEDURE:** A completed Delta County employment application form and a current resume should be submitted to the Friend of the Court Office, 310 Ludington Street, Escanaba, MI 49829. Delta County employment application forms can be obtained online at: [deltacountymi.org](http://deltacountymi.org).

**POSITION:** Certified Electronic Operator

**GENERAL SUMMARY and PRINCIPAL DUTIES:** Under the direct supervision of the Domestic Relations Referee, Friend of the Court, and Circuit Court Judge, acts as the Certified Electronic Operator. Employee will be responsible for preparing such notices, recommendations, orders, and scheduling as directed by the Referee, Friend of the Court, or Circuit Court Judge. May serve as backup Certified Electronic Operator as directed by the Circuit Court Judge.

**QUALIFICATIONS:** A high school graduate, with exposure to court procedures and office procedures. Must possess or be able to obtain a Certified Electronic Operator certification from the Michigan Court Reporting/Recording Board of Review. Familiarity with Word, JustWare, and VIQ programs would be beneficial. These requirements may be modified at the discretion of the Circuit Court Judge on a case by case basis. All Friend of the Court employees must successfully pass an extensive background check prior to hire.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE PERSON ASSIGNED THIS CLASSIFICATION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

**DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

It is the County's policy not to discriminate against qualified handicapped individuals.