



## **JOB POSTING AND POSITION DESCRIPTION**

### **Van Buren County Courts Vision Statement:**

We will lead and serve together with integrity, vision, and innovative thought.

**POSITION:** Court Specialist - I

**POSTING DATE:** May 15, 2018

**DEPARTMENT:** Probate Court

**POSTING DEADLINE:** Open until filled

**SALARY / GRADE RANGE:** R18 - \$13.04/hr (part time – 20-25 hrs/wk) **FLSA STATUS:** Non-exempt

**PURPOSE:** The purpose of this position is to provide clerical and administrative support to Probate Court.

### **ABILITIES, KNOWLEDGE, AND SKILLS:**

- Must possess excellent verbal and written communication skills.
- Must be able to operate basic office equipment such as PC, keyboard, calculator, printer, multi-line telephone, fax machine, photocopier, scanner, etc.
- Must have excellent proofreading skills.
- Must be proficient in the use of Microsoft Office programs and possess excellent keyboarding skills.
- Must be able to learn and use industry specific software and all other software applications used in the course of performing all job-related functions.
- Must be able to read and analyze, appraise, and organize court orders, statutes, procedures, guidelines, policies, and court rules.
- Must be able and willing to stay current with technology changes including the use of new software, hardware, and any related updates.
- Must have demonstrated ability to deal with a high volume of customers in a courteous and professional manner.
- Must communicate in a professional manner with case parties, attorneys, co-workers, and others.
- Must be able to prioritize and manage the demands of a large number of court cases.
- Must be able and willing to attend trainings for professional development.
- Must be able to perform job responsibilities and provide customer service in a bias-free manner.

### **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator / adding machine, printer and copier. Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing in excess of 25 pounds. Tasks may involve extended periods of time at a keyboard or workstation.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

1. Performs public reception / liaison duties. Screens and routes telephone calls, provides information to callers and visitors or refers to appropriate person or agency, takes and relays messages. Screens written communications and processes requests to the Judge.
2. Prepares records, receipts, forms, applications and notices.
3. Types records, schedules and correspondence.
4. Assists with the preparation and maintenance of court files.
5. Receive and process wills submitted by the public as needed.
6. Issue receipts for money collected and compile weekly bookkeeping report.
7. Provide assistance for those conducting genealogical research.
8. Assists with monitoring active files to control delinquency.



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9. Assists with the preparation of written notices of delinquencies.
10. Process incoming mail, scan and file paperwork in appropriate files.
11. Assist with preparation of bills for inventory fees, attorney charges, etc.
12. Set hearings and update court calendar.
13. Record court proceedings as needed.
14. Provide backup support as needed.
15. Performs other administrative support / clerical duties as assigned.

### **QUALIFICATIONS & EXPERIENCE:**

High school diploma or GED required. Associates degree preferred. Ability to type with speed and accuracy; Knowledge of legal terminology and court procedures. Prior legal office experience or work experience in a related field is preferred.

### **SUPERVISION:**

This position reports to the Probate Court Register.

### **OTHER REQUIREMENTS:**

Van Buren County Courts are a dynamic Court and candidates for this position must be able to adapt and thrive in a changing environment. Must be able to work with people who are operating in financially and emotionally stressful situations. Must be able to work independently and be a contributing member to the team. Must adhere to the Court's Model Code of Conduct for Judicial Branch Employees.

Employment is dependent on background check, criminal history, credit check, fingerprint check, and drug screen. Applicant must complete County application form.

### **Send Resumes and Applications To:**

**[dundonb@vbco.org](mailto:dundonb@vbco.org)**

Van Buren County Administration Building  
219 E. Paw Paw Street, Suite 201  
Paw Paw, MI 49079

Applications are available from Human Resources Division

Phone: (269) 657-8253

Website: [www.vbco.org/humanresources.asp](http://www.vbco.org/humanresources.asp)

Van Buren County Government is An Equal Opportunity Employer