



PLEASE POST

THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT

POSITION POSTED: Information Specialist I
SALARY RANGE: \$28,398.00 - \$37,820.00
DATE POSTED: July 2, 2018 – July 23, 2018

NOTE: Individuals hired in this job title will start at the minimum salary rate.

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications.

A PERSON MAY NOT PARTICIPATE IN AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAS EXPIRED SINCE THE LAST EXAMINATION FOR THE TITLE.

MINIMUM QUALIFICATIONS:

- High School graduation or its equivalent.
- Two years of successful clerical experience.
- Experience in using MS Office Suite and relevant software and systems.

DESCRIPTION OF WORK:

Under direct supervision, performs a variety of communications related tasks in strict accordance with Court policies and procedures. Duties include informing the public of court account information. Also performs general clerical tasks, which requires working knowledge of Court procedures, customer-service skills, and the exercise of discretion.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.

SELECTION: Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. Applicants who achieve a passing score on each portion of the examination process shall be placed on the eligibility list.

NOTE: Information provided on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX-70% MIN)

Evaluation of Training, Experience & Personal Qualifications	Pass/Fail
Written Examination	50%
Interview	50%

APPLICANTS MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.

APPLICATION PROCEDURE AND DEADLINE:

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement.** **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED FROM THE FOLLOWING WEBSITE www.3rdcc.org. A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION.** An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****

**Third Judicial Circuit Of Michigan
Office of Human Resources**

Classification Code: 200-012

Date Issued: 6/6/2012

TITLE: Information Specialist I

SUMMARY:

Under direct supervision, performs a variety of communications related tasks in strict accordance with Court policies and procedures. Duties include informing the public of court account information. Also performs general clerical tasks, which requires working knowledge of Court procedures, customer-service skills, and the exercise of discretion.

ESSENTIAL FUNCTIONS:

1. Responds to inquiries from the public, private bar and other departments and agencies.
2. Records information in court files.
3. Generates and furnishes court forms/documents.
4. Updates account information.
5. Computes and verifies account arrearage.
6. Initiates and updates court computer programs.
7. Enters support orders on Court computer systems.
8. Initiates inquiries to appropriate departments.
9. Maintains daily statistical data.
10. Performs other duties as assigned.

QUALIFICATIONS:

- High School graduation or its equivalent.
- Two years of successful clerical experience.
- Experience in using MS Office Suite and relevant software and systems.
- Working knowledge of Court processes and procedures.
- Ability to ask and answer questions and to explain Court procedures to internal and external customers in a courteous and professional manner.
- Ability to apply general rules to specific problems to produce positive results.

- Ability to establish and maintain effective working relationships with coworkers, employees, officials and external contacts.
- Ability to communicate effectively, both verbally and in writing.
- Ability to operate office equipment.
- Ability to understand and carry out verbal and written instructions and to request clarification when needed.

LICENSE, CERTIFICATIONS OR SPECIAL REQUIREMENTS:

- Candidates considered for placement in this job title will be subject to a criminal background investigation.

The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.