

January 11, 2019

VACANCY ANNOUNCEMENT

The Friend of the Court Office has a vacancy in the position of **Co-Legal Assistant to the Friend of the Court Director**

POSTING PERIOD): January 11-22, 2019

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 on or before January 22, 2019. Delta County employment application forms can be obtained from the Friend of the Court Office or online at deltacountymi.org.

RECOMMENDED COMPENSATION: Level 3, Step 2 with starting wage of \$15.97 per hour

GENERAL SUMMARY: Under the general supervision of the Friend of the Court, performs a variety of administrative and data processing duties. This legal assistant position assists the Friend of the Court with establishing domestic relations cases and must independently perform all administrative tasks associated with the establishment function from case inception until entry of the final order. As necessary, provides backup assistance to the legal assistant to the Friend of the Court Director.

PRINCIPAL DUTIES:

1. Screens visitors, telephone calls, and correspondence for important and immediate response; independently responds to telephonic, written and oral requests for information and documentation and is responsible for scheduling all Friend of the Court Director appointments, interviews, conferences and hearings with appropriate Courts.

2. Prepares, drafts and types correspondence, notices, pleadings, orders and other material for the Friend of the Court Director.

3. Corresponds with other states, provides to and obtains from, other states' information regarding child support order establishment, registration and enforcement.

4. Compiles and organizes data for mandatory periodic reports required under the Cooperative Reimbursement Program and/or the State Court Administrative Office.

5. Calendars files for actions on future dates. Initiates and prepares necessary documentation and pleadings as required by such follow-up.

6. Prepares appropriate drafts of stipulations, orders and letters.

7. Performs location searches on individuals.

8. Arranges paternity testing.

9. Acts as a back-up to the Legal Assistant to the Friend of the Court Director.

Principal duties shall also include certain tasks handled by the former Friend of the Court Staff Attorney which include, but are not limited to the following:

1. Assisting the Friend of the Court Director with handling all IV-D referrals made by the DHHS for establishment of paternity and family support obligations (including interstate actions) pursuant to applicable state and federal statutes from initiation of suit to entry of an Order.

2. Receive and review all IV-D referrals from DHHS and applications for IV-D services in paternity, family support and interstate matters.

3. Obtain Orders for scheduling of blood tests for parties in paternity and other civil support matters.

4. Coordinate interstate enforcement activities; respond to requests from other jurisdictions and request enforcement of local support orders from other jurisdictions; interview parties and assist Friend of the Court Director with determination of appropriate support; ensure proper orders are entered and executed.

5. Prepare all pleadings and orders for child support establishment cases referred by DHHS and conduct all interviews with non-custodial and custodial parents. Schedule all hearings for child support establishment cases and arrange for service of process on all parties as necessary.

6. If employee is CEO certified, assist with any and all court recording tasks as directed by the Friend of the Court Director or Circuit Court Judge including, but not

limited to, court recording for the Domestic Relations Referee and in the Circuit Courtroom as needed. If not CEO certified, employee is expected to complete testing requirements and become certified within a reasonable period of time. All court recording duties described herein are secondary to the principal duties required of this position, which shall take priority over said court recording duties.

REQUIREMENTS TO PERFORM ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Comprehend and correctly utilize a variety of information documents including, but not limited to, DHHS referrals, motions, orders, transcripts, files, laboratory reports and other records.

2. Effectively communicate with office and courthouse personnel, clients and other professional personnel including staff of child support offices and courts throughout the world.

Qualifications: Associates Degree with course work in legal secretary and computer systems or a high school graduate with three (3) years of progressively more responsible work experience involving legal secretarial skills and office administration. CEO certification as a certified electronic operator preferred. This position entails significant contact with the general public and the employee should possess skills to effectively communicate with persons of diverse cultures. All Friend of the Court employees must successfully pass an extensive background check prior to hire.

Testing: Must be able to type 60 words per minute and transcribe dictation. Must be qualified to become a notary public.

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.