

**NOTICE**

There is a job vacancy with the **BAY COUNTY FRIEND OF THE COURT.**

JOB TITLE:           **RECEPTIONIST / CLERICAL ASSISTANT (Full-Time)**

RATE OF PAY:       **\$11.39 / hour, progressing to \$14.52 after 3 years (TF05)**

GELC union-represented position (although union membership is voluntary). Full-time position with benefits.

**GENERAL SUMMARY:** Under the direction of the Office Manager/Administrative Assistant, answers all incoming calls and transfers to appropriate individual, receives clients and others and directs to appropriate staff member, processes mail, receives, processes, and scans client payments, schedules certain appointments, and performs other general clerical support functions

**TYPICAL DUTIES:**

- Answers/screens all incoming telephone calls for routing to appropriate staff member or division;
- Greets walk in clients and others, answering routine inquiries and/or directing them to the appropriate staff member;
- Informs walk in clients of procedures that must be followed in order to receive services and provides appropriate forms as necessary;
- Sets appointments for staff members in specified matters;
- Opens all support payments received by mail and prepares individual batches for data entry;
- Receipts over the counter support payments to the child support application;
- Compiles, certifies and mails various reports necessary in the operation of the department;
- Posts standard data to records and files; i.e., receipt of documents, changes of address, and other actions in case notes, etcetera;
- Opens, analyzes, and scans all mail/correspondence, documents, forms received over the counter;
- Delivers outgoing mail to and from the central mail room;
- Purges files and prepares old files for scanning and/or closure processing;
- Operates a variety of office equipment, including, but not limited to personal computers and related hardware/software, calculators, copy/scanner machines, shredders and facsimile machines;
- Performs other related duties as assigned.

**QUALIFICATIONS:**

Education: Bachelor's degree from an accredited college or university is preferred; with emphasis on business, math and accounting skills, word processing and other software applications;

Experience: Have two (2) years office experience in a court, law office or closely-related setting.

Skills: Knowledge of computer information systems, including Microsoft Windows and Microsoft Office applications; Knowledge of basic clerical practices and techniques; Understanding of the Michigan Child Support Formula; Ability to perform complex and standardized math computation and record keeping; Ability to read and accurately interpret various legal and court-related documents; Ability to make routine decisions in accordance with office policies and procedures; Ability to follow both oral and written instructions; Ability to establish and maintain *effective* working relationships with supervisors, co-workers and the general public; Ability to communicate effectively both verbally and written.

Physical Requirements: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 35 pounds of force up to 1/3 of the time.

Make application online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) or in person/US Mail to the Bay County Friend of the Court, PO BOX 831, Bay City, MI 48707-0831, in writing, no later than **5:00 pm, Friday, February 5<sup>th</sup> 2016.**

**AN EQUAL OPPORTUNITY EMPLOYER**

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."