

**Allegan County
48th Circuit Court
Friend of the Court Office**

Job Title: Office Coordinator

Reports to: Friend of the Court

Summary

Working supervisor for Friend of the Court front line staff, also acting as supervisor for additional staff in the Friend of the Court's absence. Responsible for scheduling, training, payroll and time off requests, and performance evaluations. Acts as an assistant to the Friend of the Court, performing a variety of complex tasks. Serves as the project coordinator for tasks assigned by the Friend of the Court.

Principal Duties & Responsibilities

1. Serves as a working supervisor for Friend of the Court front line staff, acts as supervisor for additional staff in the Friend of the Court's absence.
2. Assists with personnel and disciplinary issues.
3. Assists with development of rules, regulations, and policies.
4. Assists with development of the departmental budget and annual report.
5. Serves as an assistant to the Friend of the Court, responsible to complete all tasks as assigned by the Friend of the Court.
6. Serves as the project coordinator for all projects assigned by the Friend of the Court. Ensures compliance with deadlines set by the Friend of the Court.
7. Completes payroll.
8. Reviews recommendations and approves orders.
9. Attends meetings with the Friend of the Court and takes notes. Maintains organized records of all meetings.
10. Drafts correspondence and communicates with litigants, attorneys, and other departments.
11. Manages calendars, scheduling, appointments, and travel arrangements for the office.
12. Monitors and tracks performance measures.
13. Generates and works various reports.

Other Duties of the Job:

Collaborates with the Friend of the Court on preparing presentations to staff and external audiences.

Responsible for coordination of case transfers.

Conducts preliminary inquiry into grievances.

10/22/19

Assists with coordination of audits.

Assists with new employee training and set up.

Maintains and updates the Friend of the Court website.

Serves in a backup capacity for the Financial Services Clerk and the Clerk II.

Assists in other areas of the Friend of the Court office as required.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by a person in this position.

Qualifications

Education: Associates degree in Business Administration, Criminal Justice, or related field. Additional legal terminology, legal secretarial or related coursework desirable.

Experience: Two years of progressively more responsible supervisory experience, two years of legal clerical/secretarial experience, preferably in domestic law, a Friend of the Court office, or closely related setting.

The duties, responsibilities and qualifications above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.