

**Allegan County  
48<sup>th</sup> Circuit Court  
Family Division**

**Job Title:** Client Financial Services Clerk/Receptionist

**Reports to:** Attorney/Referee

**Summary**

Performs a variety of clerical functions involving the processing of delinquent and neglect/abuse case files, including; meeting with parties to obtain financial information, developing payment plans, assisting with collection activities and typing and distributing notices, orders, reports, correspondence, petitions and warrants. Screens phone calls and handles visitor walk-ins.

**Principal Duties & Responsibilities**

1. Verifies payment account status and prepares show cause orders for delinquent payers. Types reports, letters, correspondence, petitions, probation violations, notices and other case related documents for the Family Division and Friend of the Court. Prepares orders following hearings and distributes to the appropriate parties.
2. Meets with parties to obtain financial background information, conducts payment review meetings, develops payment plans and assists in the collection efforts related to court ordered financial obligations, including locating delinquent payers.
3. Prepares case files, field files and Diversion files. Enters personal and case documentation into the files and computer, schedules meetings, appointments and conferences and maintains calendar of scheduled financial related events and Diversion conferences.
4. Greet and assist the public at the reception counter, and screen and forward phone calls coming in to the Family Court.
5. Serve as the back-up Circuit Court assignment clerk.
6. Serve as a back-up court recorder for circuit and family court.

**Other Duties of the Job:**

Prepare and send out appointment letters to clients and maintains casework staff appointment calendars.

Receives traffic tickets, prepares and distributes notices of hearings, checks in juveniles appearing for hearings and provides rights sheets for review and sign-off by juveniles before referee hearings.

Obtains new hearing dates and types orders, prepares proofs of service and distributes to appropriate parties.

Pull case files for hearings and use by court staff and other authorized persons. Ensures files are complete for hearings.

Prepare juvenile pick-up orders and bench warrants as directed. Distributes warrants and orders to law enforcement agencies and recalls the same in accordance with court policy.

Calculates child support as directed using financial information provided by the clients and the Michigan Child Support Guidelines.

Appoints attorneys in accordance with court policy and prepares and issues appointment orders.

May utilize electronic recording equipment to record court proceedings, including asking speakers to clarify inaudible statements and spell technical or unfamiliar terms.

Assists in other areas of the court 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:** High school graduation or equivalent.

**Experience:** Six months to one year clerical experience, preferably in a court and/or collection or financial setting.

**Certification/Licensure:** May be required to become a (CER) Certified Electronic Recorder by the Michigan Supreme Court if required to record.

*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.*