

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

**Job Title:** Deputy Juvenile Section Register  
**Reports to:** Juvenile Section Register

**Summary**

Monitors all court ordered out of home placement and reimbursement orders, monitor and process the court trust account, prepares division payroll reports, maintains an inventory of office supplies and forms, processes employment change forms, assists in receipting payments and performs other related bookkeeping and clerical support functions.

**Principal Duties & Responsibilities**

1. Enter and maintain records on all cases for any out of home placements of youth, including detention, Cheever Treatment, foster care, agency/ institutional and independent living. Assure the court has correct placement forms and funding source information from all DHS and Court workers.
2. Enter the financial codes according to the funding source on the appropriate parental account for all reimbursement orders. Make adjustments and credits to accounts as necessary, and enter end dates for all accounts. Enter assessment and counseling fees, and any other miscellaneous fees (such as prescription drugs) that is the responsibility of the parent.
3. Enter and maintain records of all court trust payments to the court. Update trust accounts and enter vouchers on the financial system for payments to the appropriate caretaker or the State of Michigan if funded by DHS. Complete collection forms with the case and payment information and forward to the State of Michigan along with the check.
4. Prepares and submits division payroll reports, processes various employment related forms and changes and maintains personnel files. Provides contractual and fringe benefit information to employees.
5. Enter and maintain records for all county child care fund foster care payments. Obtain difficulty of care forms from workers and verify that the correct per diem is being paid to the caretaker. Send letter and postcards to the foster parents advising them of the County foster care payment procedure. Ability to process invoice in registers absence.
6. Verify that government benefits are being directed to the correct funding source when a respondent receives benefits and is placed out of home.

**Other Duties of the Job:**

Maintains inventory of office supplies and forms. Orders supplies in accordance with court purchasing policy.

Arranges for repair and maintenance of office machines and equipment. Maintains repair and maintenance records.

Receives and distributes mail three times daily, date stamps, check mailbox, log and post incoming checks for deposit to correct accounts. Forward case related payments to the County Clerk's Office.

Maintains a schedule calendar for usage of the Courtroom and two small meeting rooms.

Screen telephone calls and visitors. Monitor lobby camera. Notify staff of arrivals for appointments.

Accept deliveries and shipments.

Assist in receiving and receipting court ordered payments and bond.

Issues checks for payment of approved residential special projects and activities expenditures, records checks in the check register, ensure deposits are made and copy sent to Clerk's office.

Prepares and mails out clothing purchase letters for initial clothing purchases for children in placements with Foster Parents, Agencies, Custodians or Residential Care facilities.

Request a W-9 form from all new vendors. Submit vendor request forms.

Processes work orders for all units within the Court Services Building and track the outcome.

Assist 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:** One year of clerical experience, preferably in a juvenile court 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.*