

**ALLEGAN COUNTY
48TH CIRCUIT COURT
FAMILY DIVISION**

JOB DESCRIPTION

JOB TITLE: Family Division Client Financial Services Clerk

REPORTS TO: Attorney/Referee

SUMMARY

Performs a variety of clerical functions involved in processing juvenile and neglect and abuse cases. Activities include meeting with parties to obtain financial background information, developing payment plans, assisting with collection activities related to court ordered obligations, typing reports, correspondence and orders, screening telephone calls and walk-ins, preparing case files, preparing and distributing notices, orders, petitions, and warrants, and performing other related functions.

PRINCIPAL DUTIES AND RESPONSIBILITIES

*(An * denotes duties or responsibilities judged to be "essential job functions" in terms of the Americans With Disabilities Act or ADA)*

- Meets with parties to obtain financial background information.*
- Develops payment plans and assists with collection activities related to court ordered obligations.*
- Undertakes efforts to locate and contact delinquent payers to pursue collection of amounts due*
- Verifies payment account status and prepares show cause orders for delinquent payers. Logs payments and dates of payment in the show cause log book. Prepares orders following hearings and distributes orders to appropriate parties.*
- Types juvenile and domestic relations investigative reports and recommendations, letters and correspondence, petitions, orders and other case related documents. Sends petitions and orders to the appropriate parties.*
- Prepares and sends appointment letters to clients and maintains casework staff appointment calendars.*
- Answers the telephone and greets walk-ins. Provides forms, copies of documents and basic case, policy and procedural information to clients, attorneys, military personnel, other court employees and members of the public.*

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- Receives juvenile 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.*
- Prepares case files, enters personal and case documentation into the file and computer, schedules meetings, appointments and conferences and maintains calendar of scheduled events. *
- Obtains new hearing dates, types hearing dates on orders, prepares proofs of service and gives orders to the appropriate parties.
- Pulls case files for hearings and for the use of court staff and other authorized people. Ensures files are complete and ready for hearings.
- Prepares juvenile pick-up orders and bench warrants as directed. Distributes orders and warrants to law enforcement agencies and recalls in accordance with court policy.*
- Calculates child support as directed using financial information provided by clients and the Michigan Child Support Guidelines.*
- Operates a computer terminal to access, enter and correct case information.*
- Appoints attorneys in accordance with court policy; prepares and issues appointment orders.
- May utilize approved electronic recording equipment to record court proceedings. Requests speakers to appear at the microphone, 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 such a person.

QUALIFICATIONS

Education: High school graduation or equivalent.

Experience: Six months to one year of clerical experience.

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

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CERTIFICATION OR LICENSURE

If required to record court proceedings, certification as a Certified Electronic Operator (CEO) by the Michigan Supreme Court.

Date Approved: 5/28/2009

Revised: