

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

Job Title: Court Support Specialist
Reports to: Attorney/Referee

Summary

Performs a variety of legal administrative and secretarial functions. Reviews and analyzes referrals received for establishment of court cases under the provisions of the Social Security Act, Title IV, Part D. Schedules and coordinates all appointments, hearings, and court dates for the Attorney/Referee. Reviews alerts and court orders to determine the current placement of children. Makes appropriate case notes and adjustments based upon the changes in placement. Records court hearings and prepares certified transcripts.

Principal Duties & Responsibilities

1. Provides legal administrative support, researches court action referrals (CARs), completes background checks, and makes inquiries on the federal case registry and central paternity registry. Serves as the primary contact person with the Department of Health and Human Services and Office of Child Support related to establishment functions, including domestic, interstate and international cases.
2. Schedules appointments, court dates, and genetic testing. Coordinates the scheduling of collection, recording and processing of genetic testing results and orders with lab personnel, parties on the case, correctional facilities and other states as necessary.
3. Screens telephone calls, explains and interprets policy and procedural information, transcribes correspondence, establishes and maintains establishment court files and responds to requests about court orders, case status, programs and services and other related matters.
4. Researches and maintains a current working knowledge of statutes (state, national, international), case law, administrative procedures, and court rules.
5. Determines current placements of children involved with Family Court by reviewing alerts and court orders. Makes contacts with other county courts to obtain documents, tracks hearings and placement changes, Makes adjustments to support recipients based on the information received. Makes appropriate case notes.
6. Serves as a Certified Electronic Recorder for court proceedings and prepares certified transcripts when needed.

Other Duties of the Job:

Meets with litigants to gather information necessary for filing establishment cases and preparing orders. Prepares orders and calculates support based upon the information received.

Processes necessary paperwork for filing and service.

Performs data entry, updates and documents paternity, custody, support and parenting time cases in the MiCSES system.

Acts as the Local Options Administrator for the establishment unit.

Request and retrieves all pre-merge and post-merge quarterly reports. Performs the research and investigation required to complete the merge.

Assists in other areas of the FOC office as required.

Attends user group and similar meetings to obtain information and updates to report back to the office.

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. Additional legal terminology, legal secretarial or related coursework desirable.

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

Certification: Certification as a Certified Electronic Recorder (CER) by the Michigan Supreme Court.

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.