

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

Job Title: Friend of the Court Clerk II

Reports to: Deputy Friend of the Court

Summary

Performs a variety of complex clerical functions involved in processing of domestic relations cases, including preparing new case files and entering case information into the computer, processing bench warrants, parenting time abatements, emancipations, account adjustments and closure of cases.

Principal Duties & Responsibilities

1. Establishes new case files, obtaining and verifying case and personal information and entering orders and other case documentation/information into the new case files and the computer system, including transferring cases between jurisdictions.
2. Prepares bench warrants, obtain judges signature and processes and mails notices to parties and attorneys. Reconciles monthly bench warrant report with LIEN and the child support system.
3. Processes and enters court ordered account charges for unreimbursed medical collections, confinement costs and costs following show cause hearings.
4. Process and handles parenting time abatement requests and emancipation notifications; entering information into the system, notifying appropriate parties, reviewing court orders and making account adjustments.
5. Handles modification orders from attorneys or the FOC office, and paperwork received (such as motions and hearing objections) from the Circuit Court Clerk office.
6. Responsible for all case closures; dismissals, deceased party, child becomes of age or other reasons. Reviews and reconciles the monthly case closure report. Reviews and processes case closure letters generated and sent to the parties.

Other Duties of the Job:

Intake Circuit Court Clerk paperwork noting motions, hearings, objections etc. Contact the Clerk's office and/or attorneys to request missing information.

Complete monthly record of new cases and tracks annual record of new cases entered.

Process case closures, and review and reconcile the case closure report monthly.

Process cases being transferred to or from other jurisdictions.

Maintains proper procedures for cases opting out of FOC services according to State guidelines.

Obtain copies of Personal Protection Orders, Department of Corrections information and other information pertinent to cases.

Packages and mails S.M.I.L.E. booklets and IV-D applications to clients.

Activate medical and support enforcement on the State system, and verify all forms of family assistance on the State system.

May serve as a recorder for referee hearings and produce certified transcripts as requested.

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

Experience: Six months to one year of clerical and/or bookkeeping experience, preferably in 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.