

MONTCALM COUNTY

FRIEND OF THE COURT ACCOUNT CLERK

Full-Time

\$12.60 - \$15.11 per hour

General Summary

Under the supervision of the Friend of the Court performs general office duties, sets up files, takes over the counter payments and opens mail.

Essential Functions

1. Answers phones.
2. Opens and distributes mail.
3. Takes over the counter payments.
4. Sets up new files to be entered on the computer.
5. Enters individuals on computer.
6. Changes addresses on computer.
7. Does printouts for court.
8. Sends out tax statements and statements for bank loans.
9. Makes deposits and enter deposits on computer.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: High school graduation or equivalent. Prefer some coursework related to data processing and general office work.

Experience: One-year experience in capacity involving data entry and general office skills.

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Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access departmental files.

Ability to enter and retrieve information from computer.

Working Conditions:

Works in office conditions.

Hours are generally Monday – Friday between 7:00 a.m. – 4:30 p.m. or a variation thereof

Applications are available (online at www.montcalm.org or outside the Controller's Office) and are due in the Montcalm County Controller's Office, 211 W. Main Street, PO Box 368, Stanton, MI 48888. Applications will be accepted until 4:00 p.m. on Friday, January 25, 2019. EOE