

JOB OPENING
OFFICE ASSISTANT
COUNTY CLERK CIRCUIT COURT OFFICE

\$14.40- \$17.39 per hour

General Summary

Under the supervision of the County Clerk, performs a variety of tasks to assist in the preparation and processing of Circuit Court cases and legal documents such as vital records, passport applications, and others. Assists attorneys, parties and others by providing counter assistance and responding to telephone inquiries. Represents the County Clerk in the courtroom.

Employment Qualifications

Education: Possession of a high school diploma or the equivalent with some courses taken in typing, paralegal, legal secretarial, and account-keeping.

Experience: A minimum of two (2) years of experience in an office setting, preferably with legal experience.

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]:*

Climbing ladders to access files and records.

Lifting books weighing up to 25 pounds from shelves to work areas.

Bending and stooping to access departmental files and records.

Ability to enter and retrieve information from a computer.

Standing for long periods of time on ladder filing documents.

Sitting for long periods of time writing in docket book and entering information in a computer.

Working Conditions:

Works in office conditions.

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 May 10, 2019. EOE