

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of CO-LEGAL ASSISTANT TO THE FRIEND OF THE COURT DIRECTOR.

DUTIES: See attached job description

QUALIFICATIONS: Associate's Degree with course work in legal secretary and computer systems or a high school graduate with three (3) years of progressively more responsible work experience involving legal secretarial skills and office administration. CEO certification as a certified electronic operator preferred.

HOURS: Thirty-five (35) hours per week.

PHYSICAL: Must be able to pass physical and drug screen.

SALARY: Starting \$19.42 per hour PLUS BENEFIT PACKAGE (paid time off, medical, vision, dental, life insurance, retirement and more)

This position is open until filled.

Applications for the position of CO-LEGAL ASSISTANT TO THE FRIEND OF THE COURT DIRECTOR will be accepted at the Delta County Administration Office, 310 Ludington St, Escanaba, MI 49829 or can be completed on the website deltacountymi.gov.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

JOB DESCRIPTION

POSITION: Co-Legal Assistant to the Friend of the Court Director

RECOMMENDED COMPENSATION: Level 4, Step 1

GENERAL SUMMARY: Under the general supervision of the Friend of the Court, performs a variety of administrative and data processing duties. This legal assistant position assists the Friend of the Court with establishing domestic relations cases and must independently perform all administrative tasks associated with the establishment function from case inception until entry of the final order. As necessary, provides backup assistance to the legal assistant to the Friend of the Court Director.

PRINCIPAL DUTIES:

1. Screens visitors, telephone calls, and correspondence for important and immediate response; independently responds to telephonic, written and oral requests for information and documentation and is responsible for scheduling all Friend of the Court Director appointments, interviews, conferences and hearings with appropriate Courts.

2. Prepares, drafts and types correspondence, notices, pleadings, orders and other material for the Friend of the Court Director.

3. Corresponds with other states, provides to and obtains from, other states', information regarding child support order establishment, registration and enforcement.

4. Compiles and organizes data for mandatory periodic reports required under the Cooperative Reimbursement Program and/or the State Court Administrative Office.

5. Calendars files for actions on future dates. Initiates and prepares necessary documentation and pleadings as required by such follow-up.

6. Prepares appropriate drafts of stipulations, orders and letters.

7. Performs location searches on individuals.

8. Arranges paternity testing.

9. Acts as a back-up to the Legal Assistant to the Friend of the Court Director.

Principal duties shall also include certain tasks handled by the former Friend of the Court Staff Attorney which include, but are not limited to the following:

1. Assisting the Friend of the Court Director with handling all IV-D referrals made by the DHHS for establishment of paternity and family support obligations (including interstate actions) pursuant to applicable state and federal statutes from initiation of suit to entry of an Order.

2. Receive and review all IV-D referrals from DHHS and applications for IV-D services in paternity, family support and interstate matters.

3. Obtain Orders for scheduling of blood tests for parties in paternity and other civil support matters.

4. Coordinate interstate enforcement activities; respond to requests from other jurisdictions and request enforcement of local support orders from other jurisdictions; interview parties and assist Friend of the Court Director with determination of appropriate support; ensure proper orders are entered and executed.

5. Prepare all pleadings and orders for child support establishment cases referred by DHHS and conduct all interviews with non-custodial and custodial parents. Schedule all hearings for child support establishment cases and arrange for service of process on all parties as necessary.

6. If employee is CEO certified, assist with any and all court recording tasks as directed by the Friend of the Court Director or Circuit Court Judge including, but not limited to, court recording for the Domestic Relations Referee and in the Circuit Courtroom as needed. If not CEO certified, employee is expected to complete testing requirements and become certified within a reasonable period of time (within 6 months of hire date, depending on testing opportunities and availability).

The employee shall be the primary court reporter for the Domestic Relations Referee and may be assisted next by any qualified Friend of the Court staff, and then by any qualified Circuit Court staff. Primary court reporting duties shall entail working up to two full Domestic Relations Referee docket days per week.

With the Domestic Relations Referee anticipated to operate approximately four docket days per week on average, it is expected that the remaining two court reporting docket days will be undertaken with one full day handled by alternate qualified Friend of the Court staff, and the other full day being handled by qualified Circuit Court staff. All employees involved may voluntarily schedule alternatively if the need arises, should they mutually choose to do so.

Furthermore, should the demands of this scheduling at times necessitate the employee to work extra hours above what is contracted, the employee shall be compensated for the overtime in accordance with the any collective bargaining agreement that is in effect.

Principal duties shall also include, but are not limited to, the following tasks, some of which overlap with tasks already described herein, and others of which do not:

- Updates information in MiCSES
- Works with other counties to determine where referral should go
- Prepares filiation form for Clerk's Office for updating birth certificate
- Verify Acknowledgment of Paternity and birth certificate through CPR/BRS
- Obtain copies of exclusions from Clerk's Office for Friend of the Court file
- Obtain birthing expenses from the State of Michigan to be incorporated into order
- File motion and prepare order for cases that birthing expenses were not initially covered
- Contact person for genetic testing agency, receive all results, and order all genetic testing supplies
- Schedule genetic testing, fill out paperwork and provide test results to Clerk, Friend of the Court and parties/attorneys on non-referral cases as requested by Judge
- Schedule for genetic testing courtesy swabs
- Back-up person for DNA testing
- Orders Friend of the Court Handbooks
- Notarize document for Friend of the Court Office staff as needed
- Assists clients trying to start cases (having issues with MDHHS or Support Specialist)
- Assist and maintain files in DS and DP cases initiated by attorneys until order is entered
- Compile and verify income information
- Assists in parties entering into a stipulation
- Prepare bench warrants for Judge's signature, make copies, file with Clerk's Office and give to caseworkers
- Monitor PA Performance Standards and implement procedures to meet standards
- Coordinate with Probate Court and CPS to gather information for foster care referrals
- Prepare files for establishment hearing
- Attend establishment hearing to assist, if requested by Friend of the Court Director
- Stay current with procedures via PA Google Group and Interstate Group
- Cleanup of old Court Action Referrals
- Monitor non-cooperation cases for further action for
- Monitor non-located/unserved cases for further action

REQUIREMENTS TO PERFORM ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Comprehend and correctly utilize a variety of information documents including, but not limited to, DHHS referrals, motions, orders, transcripts, files,

laboratory reports and other records.

2. Effectively communicate with office and courthouse personnel, clients and other professional personnel including staff of child support offices and courts throughout the world.

Qualifications: Associate's Degree with course work in legal secretary and computer systems or a high school graduate with three (3) years of progressively more responsible work experience involving legal secretarial skills and office administration. CEO certification as a certified electronic operator preferred. This position entails significant contact with the general public and the employee should possess skills to effectively communicate with persons of diverse cultures. All Friend of the Court employees must successfully pass an extensive background check prior to hire. Must be qualified to become a notary public.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE PERSON ASSIGNED THIS CLASSIFICATION, THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED

Board approved revised- 10/6/2020

10/17/23 removed starting wage as no longer current per AFSCME Contract.