

# MONTCALM COUNTY

## FRIEND OF THE COURT CASE WORKER SUPERVISOR

**Full-Time**

**\$16.98 to \$20.36 per hour**

### **General Summary**

Under the supervision of the Friend of the Court, prepares petitions and orders and other enforcement procedures. Schedules hearings and does court recording.

### **Essential Functions**

1. Court Recorder.
2. Prepares petitions and orders to show causes.
3. Prepares court orders.
4. Prepares income withholding orders and modifications.
5. Prepares petitions and orders for bench warrants.
6. Processes Demand for Medical forms.
7. Schedules court hearings.
8. Prepares and sends notices of hearings.

### **Other Functions**

9. Prepares requisitions for office supplies.
10. Collects statistical information.

*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.*

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## **Employment Qualifications:**

**Education:** High school graduation or equivalent. Prefer some coursework related to law and court procedures.

**Experience:** Several years working in a court setting with experience dealing with court orders and procedures.

## **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 an office setting.