

NOTICE

There is a vacancy with the **18th Circuit Court - Family Division - Bay County.**

JOB TITLE: OFFICE MANAGER/ADMINISTRATIVE ASSISTANT

RATE OF PAY: \$43,160/annually, entry level, progressing to \$47,694/annually after 4 years (MC07)

Full-time, non-represented position with benefits

GENERAL SUMMARY:

Under the direction of the Friend of the Court Director, assists with administrative functions of the office that require strict confidentiality and judgment. Supervises the clerical staff of the office and responsible for administrating daily activities of the office. Utilizes a knowledge of Court operations in preparing various documents/forms; collecting various data for state and federal reports; and preparation of funding applications and budgets.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

(The following examples are intended to be descriptive but not restrictive)

- As Administrative Assistant/Office Manager is responsible for staff orientation and training; recommending step increases and approving general leave requests; counseling employees and recommending disciplinary actions to the Friend of the Court;
- Maintains Friend of the Court internal personnel records; ensures appropriate paperwork is completed for new hires, terminated employees, and incident reports for accident and injury.
- Responsible for preparation of department budgets and funding applications;
- As confidential secretary to the Friend of the Court Director, performs various confidential/ professional level functions as needed;
- Schedules and prepares various domestic relations cases for referee hearing and processes all resulting orders;
- Reviews and distributes all correspondence, requests, and grievances to the Friend of the Court Director;
- Coordinates the collection of statistical data for the purpose of applying for federal funding through the Office of Child Support including the conducting of time studies, *compilation* and analyzing of data;
- Administers and supervises the clerical staff of the office, participates in hiring process and makes selection recommendations.
- Oversees the workflow and functions of the clerical support staff providing training and direction as needed;
- Prepares and processes Friend of the Court vouchers, expense transfers, purchase requisitions, monthly financial reports, and related documents as directed and maintains records for same;
- Assists the Friend of the Court in development and updating of policies and procedures for the office by doing research, collection of data and preparing reports with recommendations;
- Develops and implements administrative methods of operation, workflow, assigns job functions, reorganizing staff duties as necessary in line with such plans;
- Responsible for general administrative functions with the office including lay-out of office space and work areas, inventory control, ordering supplies and equipment and related functions;
- Monitors the receipt and deposit of departmental revenues;
- Prepares various monthly, quarterly and annual statistical reports;
- Oversees the preparation and maintenance of case files and is responsible for record retention schedule.

REQUIRED EXPERIENCE AND TRAINING:

A Bachelor's degree from an accredited college or university is required; with major course work in business administration, accounting, and software applications. Have some administrative/supervisory experience in a closely related field is preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of Family Court programs, policies and procedures;
- Considerable knowledge of automated systems;
- Considerable knowledge of supervisory practices and procedures;
- Considerable ability to plan, organize, and coordinate various projects;
- Considerable ability to exercise independent judgment and initiative in analyzing operations related problems and recommending appropriate solutions;
- Considerable ability to establish and maintain effective working relations with employees, state/federal agencies, community organizations, and other County departments;
- Considerable knowledge of and ability to perform complex account and record keeping management activities;
- Ability to maintain records and prepare verbal and written reports related to Family Court operations.
- Ability to communicate effectively;
- Ability to use tact and diplomacy and understand people from all social, economic and cultural backgrounds.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit for long periods of time, be mobile, talk and hear. The employee is frequently required to reach above the head. The employee is frequently required to read typed and/or hand written material. The employee is frequently required to reach forward with hands and arms. The employee must frequently lift and/or move, push or pull up to thirty-five (35) pounds or less. The work performed frequently requires close exposure to VDT's, CRT's, UV rays. The work performed frequently requires repetitious hand, arm or finger motions, as well as manual/finger dexterity.

An employee in this class generally works in the Family Court office, though travel within the State may be periodically required for training and meetings.

APPLICATION REQUIREMENTS:

Submit resume and cover letter to Elizabeth A. Roszatycki, Director, Friend of the Court, 1230 Washington Avenue, Suite 660, Bay City, MI 48708. Application deadline is: **4:00 p.m. Thursday, September 2, 2010.**

Equal Opportunity Employer

“Bay County does not discriminate on the basis of handicapped status in admission or access to, or treatment or employment in, its programs and activities.”