

NOTICE

There is a job vacancy with the **BAY COUNTY FRIEND OF THE COURT**

JOB TITLE: SUPPORT ANALYST (Full-Time)

RATE OF PAY: \$13.65 per hour entry, progressing to \$16.63 per hour after 3 years (TF06)

Full-time position with benefits as provided for within the GELC labor agreement, although union membership is voluntary.

GENERAL SUMMARY:

Under the direct supervision of the Friend of the Court Director, performs a variety of responsible account and record keeping activities requiring the application of clerical and math skills and the ability to interpret and implement court documents with regards to support; also performs in-depth investigative tasks regarding the enforcement of processing support orders. This employee assists clients with all support issues pertinent to their case.

ESSENTIAL FUNCTIONS:

- Assists, meets, and responds in a timely manner by mail, email, fax, and/or in person regarding all support issues pertinent to their case, Friend of the Court procedures, and the legal system as required by statute;
- Establishes, analyzes and modifies support accounts as required to ensure compliance with court orders;
- Reviews accounts to determine accuracy of balances;
- Reviews caseload alerts on a daily basis and takes appropriate action; reviews a variety of computer-generated reports;
- Analyzes eligible cases to determine if enforcement shall commence including reviewing case history and prior enforcement activity;
- Sets prehearing conferences and Orders to Show Cause for the enforcement of support and processes paperwork related to same;
- Communicates with a variety of governmental / private agencies and businesses to locate clients and to verify both income/assets and public assistance status. Utilizes resource tools, including but not limited to internet services and locating software, to assist in the process of obtaining essential information of clients;
- Gathers information and prepares petitions / ex-parte orders;
- Records notes of all actions taken and all communications from and with the clients and maintains the clients' demographics on the Statewide computer system;
- Participates in group meetings for discussion and/or direction on various support issues;
- Operates a variety of office equipment, including, but not limited to personal computers and related hardware/software, calculators, copy/scanner machines, shredders and facsimile machines;
- Consistent and punctual attendance is an essential function of this position.
- Performs other related duties as assigned.

The above statements are intended to describe the general nature of work performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties.

QUALIFICATIONS:

Education: Bachelor's degree from an accredited college or university is preferred; with emphasis on business, math and accounting skills, word processing and other software applications;

Experience: Have three (3) years office experience in a court, law office or closely-related setting.

Skills: Knowledge of computer information systems, including Microsoft Windows and Microsoft Office applications (Word and Excel); Knowledge of basic clerical practices and techniques; Understanding of the Michigan Child Support Formula; Ability to perform complex and standardized math computation and record keeping; Ability to read and accurately interpret various legal and court-related documents; Ability to make routine decisions in accordance with office policies and procedures; Ability to follow both oral and written instructions; Ability to establish and maintain *effective* working relationships with supervisors, co-workers and the general public; Ability to communicate effectively both verbally and written;

APPLICATION PROCEDURE: Please submit resume and cover letter in person or via US Mail to the Bay County Friend of the Court, PO BOX 856, Bay City, MI 48707-0856, or via email to Elizabeth Roszatycki at roszatyckie@baycounty.net no later than **5:00 pm, Monday, May 20th 2019.**

AN EQUAL OPPORTUNITY EMPLOYER

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."