

JOB ANNOUNCEMENT

WAYNE COUNTY PROBATE COURT

POSITION POSTED: Court Clerical Worker V – General Offices Clerk

The Wayne County Probate Court is seeking applicants for the position of Court Clerical Worker V – General Offices Clerk to establish an eligibility list to fill vacancies. The position is assigned to the General Offices Department of the court and is represented by AFSCME, Local 1659.

DESCRIPTION OF WORK:

This position, in accordance with laws, court rules, and court policies and procedures, will initiate cases and process documents of average to intermediate complexity.

JOB DUTIES: The following information contains general duties of the position and is not all inclusive. Job responsibilities are subject to assignment by Management.

General Office:

1. Maintains the image of the Court through professional, courteous, accurate, and timely responses to inquiries made by the judge, attorneys, coworkers, management and the public in any form, including email.
2. Make appropriate referrals to other departments as needed.
3. Accurately receives, reviews, and processes petitions, pleadings and filings in accordance with the, Estates and Protected Individuals Code (EPIC), Mental Health Code, and Michigan Court Rules.
4. Establishes new cases in CourtView, schedules hearings, and distributes service packets.
5. Initiates and/or generates case records and Letters of Guardianship/Authority by accurately entering into the computer record appropriate information.
6. Accurately and timely enter data into CourtView using specific computer codes, and scanning/imaging documents.
7. Generate and process departmental quality assurance reports (i.e. Missing Images); review data for accuracy, and follow up with pending issues.
8. Maintains confidentiality by appropriately accepting and recording wills.
9. Receives, retrieves, and distributes departmental communications whether via email, facsimile, inter-office, or first class mail.
10. Assists in the daily maintenance of the unit by monitoring the supply of Court forms and stock for the work area and alerts management when the need arises to reorder.
11. Accurately processes checks, credit cards and cash received for payment.
12. Facilitates the work of management by performing other duties as assigned.

Cashier Duties also include:

13. Immediately and accurately processes, through the court's cash register, all payments for established statutory fees and other payments ordered by the court.
14. Ensures the daily balancing of assigned cash drawer with daily cash reports.
15. Maintains adequate inventory of all supplies necessary to perform cashier duties.

Additional Requirements:

This job requires a high school diploma or GED and at least 1 year of office experience; good written and verbal communication skills; meticulous attention to detail; a consistently high level of accuracy;

knowledge of and ability to apply policies and procedures to meet the needs of the Court and its customers; and highly effective interpersonal and customer service skills. This person will be required to use all hardware and software applications operated by the Court, including all Microsoft Office products, the CourtView case management system, and imaging.

You will be required to pass a pre-employment test that consists of typing at 35 wpm or 10,000 ks/hr with 95% accuracy, a basic skills written examination. A pre-employment physical that includes drug screening and criminal background check will be conducted. This position is represented by a union and terms and conditions of employment are governed by a collective bargaining agreement.

Preferred Applicants will have 2 years clerical support in a legal environment or educational background in the areas of legal assistant, paralegal or related field.

Application Process:

Those interested in this position may forward a cover letter, resume and completed employment application via email to:

employment@wcpc.us or via fax to 313-967-4022.

Application forms may be downloaded from the Wayne County Probate Court's website www.wcpc.us from the "Employment Opportunities" page - this link can be found on the bottom of the website home page.

Additional Information:

Work Location: 2 Woodward Ave., Room 1305
Detroit, MI 48226

Starting Salary: \$30,600.00 (\$14.71/hour)

Benefits: Complete benefit package including Medical, Dental, Optical, Retirement and Tuition reimbursement after 1 year (with employee contribution for some benefits)

Work Schedule: Monday through Friday 8:00 a.m. to 4:30 p.m.

QUALIFICATIONS: Will be determined through: 1) A written examination; 2) An oral interview by a management panel appointed by the employer to determine the applicant's ability to do the job; 3) Criminal, Employment Verification and physical screening will be conducted. **The application, cover letter, and résumé will also be used to assess applicant's qualifications.**

GENERAL INFORMATION: Management will make all determinations as to what assessments will be used to establish qualifications. The application may be used both for determining admission to the examination, if applicable, and for assistance in rating qualifications and ability to do the job. Applicants will be notified of the time and place of the examination, if applicable. If you are handicapped, you must notify the Employer in writing of the need for accommodation in connection with job duties. **Permanent appointees must satisfactorily complete a trial period of at least six (6) months before obtaining regular status in the position or a nine (9) month probationary period.**

**NOTE: CONTRACTUAL LANGUAGE IN AFSCME, LOCAL 1659 CONTRACT ARTICLE 13 WILL APPLY.
AMERICANS WITH DISABILITIES INFORMATION IS AVAILABLE IN THE PERSONNEL OFFICE.
AN EQUAL OPPORTUNITY EMPLOYER**