

**JOB ANNOUNCEMENT
WAYNE COUNTY PROBATE COURT**

POSITION POSTED: Court Clerical Worker V
ANNUAL SALARY: \$30,600.00 to \$38,625.00
DATES POSTED: August 19, 2020 – August 25, 2020

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.

Records Department:

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. Enters results from hearings and proceedings
3. Processes mail for the entire court
4. Distributes and processes departmental work via NetDMS queues
5. Make appropriate referrals to other departments as needed.
6. Generates Letters of Guardianship Authority by accurately entering into the computer record appropriate information.
7. Accurately and timely enter data into CourtView using specific computer codes, and scanning/imaging documents.
8. Generate and process departmental quality assurance reports (i.e. Missing Images); review data for accuracy, and follow up with pending issues.
9. Maintains confidentiality by appropriately storing and retrieving wills.
10. Receives, retrieves, and distributes departmental communications whether via email, facsimile, inter-office, or first class mail.
11. Accurately processes checks for payment, instruct and assist with epayments.

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) Promotional Potential; and 4) Seniority. **The application, cover letter, and résumé will also be used to assess qualifications.**

GENERAL INFORMATION: Management will make all determinations as to what assessments will be used to establish qualifications. Application must be made on an application form which may be obtained from the Wayne County Probate Court Human Resources Office or downloaded from the EUG and accompanied by a cover letter and résumé. 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. Employees may also need to pass a probationary period of up to nine (9) months.**

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