

**INGHAM COUNTY  
ASSISTANT FOC / OPERATIONS**

**General Summary:**

Responsible for operational functions of the FOC/Family Division of the Circuit Court (i.e., budgeting, accounting, computerized information systems, record processing and locate sections). Initiates and follows through on policy and procedure revisions/implementations, resolves operational/financial problems, provides/arranges for staff training and assists in administration of the division. Reports to the Deputy Court Administrator / Family Division / Friend of the Court.

**Essential Functions:**

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employees may be expected to perform.)

1. Determines, develops and prioritizes requests for operational changes, provides written specifications and problem solving for computerized information systems (LEIN, CSES, Courtview, and other mainframe PC and support software) used by the FOC/Family Division staff. Serves as Lead Project Coordinator (LPC) for CSES conversions / upgrades.
2. Directs information system activities used to collect, disburse and account for all financial transactions. Responsible for implementation and review of financial controls. Responsible for implementation and maintenance of contracts with financial institutions (e.g., banks and credit card companies). Responds to audit requests.
3. Prepares and oversees FOC/Family Division budgets. Proposes solutions to cost overruns and monitors reporting to and reimbursement from state/federal agencies (Title IV-D, IV-E, FOC incentives) to ensure adequate funding for FOC/Family Division programs.
4. Manages FOC Accounting, Records and Locate staff. Conducts performance appraisals, hires, disciplines and may make recommendations on terminations.

**Other Functions:**

5. None Listed.

**Employment Qualifications:**

**Education:** Must have a Bachelor's Degree from an accredited University or College. Degree areas preferred are: Accounting, Finance, Economics, or Social and/or Financial Services.

**Experience:** Five to seven years of related experience in Friend of the Court Operations, Court Administration, Legal Administration services, Banking or Business operations.

**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):

With or without accommodations, this employee must have the mental, verbal, and physical abilities to visually review large volumes of printed materials to verbally communicate with staff and persons of the general public, and the physical abilities to walk throughout the office, climb ladders and stairs, sit for extended periods of time, and travel throughout the State upon occasion. Must be able to operate the following equipment; multi-line phones, calculators, typewriters, dictaphones, computers, word processors, copiers and fax machines. Must be able to work responsibly alone, without direct supervision. Will lift and push weights of up to 25 lbs.

**Working Conditions:**

Works in office conditions.

