

**INGHAM COUNTY  
JOB DESCRIPTION**

**CLERK TYPIST II - FRIEND OF THE COURT**

**General Summary:**

Under the supervision of the Supervisor of Conciliator/Investigator Unit, assigns conciliation cases to conciliators and maintains tracking record of cases. Sends appointment letters, proof of service notices, and court orders to the appropriate parties. Performs a variety of support tasks, such as opening and distributing incoming mail, preparing mailings, and typing various documents.

**Essential Functions :**

1. Assigns cases to conciliators on a rotation basis and maintains tracking record of conciliations on computer. Completes tracking sheets in files.
2. Prepares and sends appointment letters to clients. Sends signed court orders to clients and attorneys with proofs of service. Sends notices of fee slips with proof of service to Court.
3. Responds to inquiries on the telephone, in person, and by mail, provides information on Friend of the Court policies and procedures to clients, attorneys, court personnel, and others, and directs people to the proper individual or office.
4. Compiles, maintains, and reports Conciliation statistics for the unit in compliance with the State Court Administrator's Office (SCAO) requirements.
5. Opens and distributes incoming mail for the office of the Friend of the Court.
6. Coordinates with Records personnel for creation of files when incomplete information is received by the office of the Friend of the Court.
7. Uses computer to search for files or to enter case identification and other information.
8. Uses word processing to prepare correspondence, orders and other documents.
9. Performs a variety of other support tasks for the division, includes typing miscellaneous documents, making copies, preparing mailings, sending faxes, and related tasks.
10. Serves as back-up to other clerical staff of the office of the Friend of the Court as required.

**Other Functions :**

11. None listed.

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

**Employment Qualifications :**

**Education:** High school graduation or equivalent.

**Experience:** Six months of experience including word processing, preferably in a court or related legal setting .

**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]:*

Ability to access departmental files.

Ability to enter and retrieve information from a computer.

Prolonged sitting while entering data to computer.

Uses step stool to retrieve and replace files.

Lifting and carrying of files weighing up to 20 lbs.

**Working Conditions:**

Works in office conditions.

**Clerk Typist II- FOC  
UAW C**