

**INGHAM COUNTY  
JOB DESCRIPTION**

**COURT RECORDS CLERK-FOC**

**General Summary :**

Under the supervision of the Casework Supervisor, reviews, interprets, and processes new and amended orders, and adjusts accounts and schedules future account adjustments and charging rates as indicated by the orders. Creates and updates case files and computer files. Calculates parenting time credits, adjusts accounts, and corresponds with clients regarding adjustments. Serves as back-up to the Switchboard Operator and staffs the front desk reception area on a rotation basis.

**Essential Functions :**

1. Reviews, interprets, and processes new and amended orders. Creates and updates case files and computer data files, includes establishing and adjusting current balances, charging rates, priority of payments for processing and distribution of payments, income withholding orders, action dates for future actions necessary on account, and triggering delinquency notices.
2. Calculates parenting time credits and adjusts accounts. Corresponds with clients informing them of any adjustments in their accounts.
3. Communicates with attorneys, clients, and clerk's office for clarification of order or to obtain missing documentation. Communicates with clients, verbally and in writing, in response to inquiries on changes in their account.
4. Reviews computer generated listing of action dates, and orders files to determine the appropriateness of stopping, starting, or adjusting the amount of child support and alimony. Collects additional data from clients and informs the clients of adjustments.
5. Submits new cases to Absent Parent Locator (APL) request if no employer is listed.
6. Processes direct credits depending on whether the support is payable to the State or to a client.
7. Closes cases, removing any remaining balances, reviewing and cleaning file, and informing clients that case is closed.
8. Stops child support on inactive cases, makes any necessary adjustments and informs clients of status of case.
9. Reactivates cases as necessary, includes reactivating child support and reimbursement, making any necessary adjustments, and informing client of status of case and need to pay. Reactivates enforcement such as income withholding orders and registering for Absent Parent Locator services.

10. Consolidates cases, combining balances owing on two or more cases, and informing clients of which cases are closed and which case is active.
11. Recalculates State mandated surcharge on parenting time, direct and prison credits.
12. Processes outgoing postal and courier mail.
13. Serves as back-up to the Switchboard Operator and staffs the front desk reception area on a rotation basis, includes greeting visitors and responding to inquiries of telephone callers and walk-in clients that may require doing computer look-ups to verify information.

**Other Functions :**

14. 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, prefer some advanced coursework related to data processing and accounting.

**Experience:** One year of experience in a court or related legal setting involving accounting and data entry.

**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 30 lbs.

**Working Conditions:**

Works in office conditions.

