

**INGHAM COUNTY  
JOB DESCRIPTION**

**FILE CLERK - FRIEND OF THE COURT**

**General Summary :**

Under the supervision of the Casework Supervisor, assists in maintaining the central filing system of the office of the Friend of the Court. Regularly retrieves and replaces case files, conducts file searches, sets-up and pulls files for show cause hearings, and performs various other tasks related to maintaining case files. Uses the computer to look-up information and enter address changes.

**Essential Functions :**

1. Sets-up and pulls case files for show cause hearings, includes separating orders to show cause and dividing them alphabetically by caseworker, pulling the case files and delivering to each caseworker.
2. Retrieves files needed by staff or for Court.
3. Replaces files back in filing system and files closed cases. Ensures files are in proper order.
4. Files various court documents including investigative reports, court orders, correspondence, and other documents to proper case file.
5. Performs computer look-ups for missing information on documents to be filed, such as missing docket numbers.
6. Conducts file searches for files not in the filing system.
7. Enters address changes to the computer system.
8. Performs other general clerical functions such as making copies, moving and/or shifting files, and related tasks.

**Other Functions :**

9. 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:** Prefer some prior office experience including use of a computer.

**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 files.

Stooping and kneeling to retrieve or replace files.

Ability to enter and retrieve information from a computer.

May require use of small ladder or step stool to retrieve and replace files.

Lifting and carrying stacks of files, boxes or stacks of paper weighing up to 40 lbs.

Ability to work while standing for extended periods of time.

**Working Conditions:**

Works in office conditions.

File Clerk - FOC

UAW B