

**INGHAM COUNTY
JOB DESCRIPTION**

FINANCIAL INVESTIGATIONS ASSISTANT-FOC

General Summary :

Under the supervision of the Supervisor of Investigations-Friend of the Court, provides clerical support to the Financial Investigator, including utilizing word processing to prepare a variety of documents, maintaining the filing system, assisting clients and employers in person and my telephone, and performing a variety of related support tasks.

Essential Functions :

1. Compiles and mails out form packets required for financial investigations. Completes identification information on forms prior to mailing. Types a variety of materials such as forms, statistical reports, and correspondence.
2. Develops and maintains the filing system for the financial area of the Friend of the Court, includes indexing, retrieving and re-filing documents and general correspondence.
3. Reviews Orders for actions such as a financial investigation required in the future, determines when the investigation should be performed and schedules same. Tracks deadlines to ensure that reports are completed by investigators.
4. Copies, collates, and distributes financial investigation recommendations to clients, attorneys, referees and judges.
5. May assist clients and employers in person or by telephone in clarifying financial forms, provides status of investigations, and refers calls to appropriate individuals.
6. Maintains computer tracking system of statistics and records regarding financial investigations. Compiles, maintains, and reports financial investigations statistics in compliance with the State Court Administrator's Office (SCAO) requirements.
7. Enters data from cover sheets to the Michigan Child Support Guideline Program.
8. Searches court files, telephone directories, reference books, computer systems and other sources to obtain pertinent information for financial investigations.

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: Six months of clerical support experience, preferably providing familiarity with legal terminology.

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.

Working Conditions:

Works in office conditions.