

IONIA COUNTY FRIEND OF THE COURT

Position Opening – Pending Board Approval

Title: Court Recorder/Clerk

Pay Grade 8 (\$16.36 – \$20.05/hour), 37.5 hours/week with full time benefits

Minimum Qualifications: High School education plus certification as a court recorder (Certified Electronic Operator), or the ability to become certified in a reasonably rapid time frame. Excellent communication, writing, and organizational skills are necessary. Experience in family court settings is preferred. Candidate must have no criminal convictions.

General summary: Under the supervision of the Friend of the Court, candidate will ensure that family court hearings are properly recorded such that accurate transcripts can be prepared from them. Additional office-related tasks may be assigned.

Please complete an Ionia County Application for Employment and submit it along with a cover letter and resume to:

Jessica Wierckz
Ionia County Friend of the Court
100 W. Main Street
Ionia, MI 48846

Applications are available online at www.ioniacounty.org
Applications will be accepted until April 2, 2021

Ionia County is an equal opportunity employer