

IONIA COUNTY FRIEND OF THE COURT

Position Opening – Pending Board Approval

Title: Deputy Clerk

Pay Grade 8 (\$16.52 – \$20.25/hour), 37.5 hours/week with full time benefits

Minimum Qualifications: High School education supplemented by relevant work experience in a legal, administrative, or accounting setting. Experience in child support or a law office is preferred. Excellent communication, computer, and organizational skills are necessary. Candidate must have no criminal convictions.

General summary: Under the supervision of the Friend of the Court, candidate will receipt in money, maintain files and accounting records, provide administrative support, respond to client inquires related to child support collection and accounting, and miscellaneous other duties associated with establishment and enforcement of child support orders.

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 February 5, 2021

Ionia County is an equal opportunity employer