



WEXFORD COUNTY, MICHIGAN

Administration Office, 437 E. Division, Cadillac, MI 49601 231-779-9453 231-779-9745 FAX

Position Available – Internal/External Posting **Job Title: Office Staff**

Classification: Level 6 (non-union)
Full-time (75 hours bi-weekly)
Full Benefits

Hourly Wage: \$13.91 - \$17.07

- Qualifications:**
- Must have high school diploma or its equivalent, Associates degree preferred
 - Ability to greet clients and members of the public who come into the office in a professional manner
 - Knowledge of Modern office methods, practices and techniques
 - Ability to effectively work with the public, clients, court staff, and fellow employees
 - Knowledge of the duties and responsibilities of an office manager
 - Ability to maintain and order office supplies
 - Possess a general knowledge of the court process for District and Circuit Courts
 - Docket Management – maintain schedule for all attorneys in the office and coordinate with the Wexford District, Wexford Circuit, Missaukee District, and Missaukee Circuit Court calendars
 - Ability to answer phones in a professional manner and obtain information necessary to give clear messages to the attorneys when they are not immediately available
 - Computer Proficiency: Windows, Excel, and related software applications
 - Ability to type well
 - Ability to maintain confidential client information
 - Ability to organize, process, and coordinate information regarding cases

Supervision: Chief Attorney, Indigent Defender Office

Application Due: Application deadline is 4:00 p.m. on Thursday, October 18, 2018. Cover letter, Resume and application should be submitted to the Administration office: 437 E. Division St. Cadillac, 49601.

Posted: October 4, 2018