



WEXFORD COUNTY, MICHIGAN

Human Resources Office, 437 E. Division, Cadillac, MI 49601 231-779-9452 231-306-0150 FAX

Position Available – Internal/External Posting Job Title: Probate & Family Division Court Financial Officer/Bookkeeper

- Department:** Wexford County Probate/Family Division Court
- Classification:** Level 5 (non-union)
Full-time (75 hours bi-weekly)
Full Benefits
Non-exempt from overtime
- Benefits Include:** Hybrid Pension – 5% employee contribution
Health, Dental & Vision Insurance – 10% employee contribution
Paid Holidays, Vacation & Medical Leave
Life Insurance
Short-term Disability Insurance
- Hourly Wage:** \$16.29 - \$20.03
- Qualifications:**
- An Associate's level degree in Legal Administration, Accounting, Business Administration or related field or with significant experience in these areas preferred.
 - Ability to draft court orders and documents
 - Must have above average computer skills
 - Must be able to deal with the public and bureaucrats professionally and with good grace in stressful situations
 - Must know modern office and bookkeeping procedures and possess exceptional scheduling and organizational skills
 - Must possess extremely high attention-to-detail skills
 - Must possess highly professional telephone skills
- Supervision:** Honorable Edward D. Van Alst, Judge of Probate Court and Presiding Judge, Family Division of the 28th Circuit Court
- Application Due:** Application deadline is 4:00 p.m. on Monday, June 05, 2023. Submit application, cover letter, resume and writing sample to the Wexford County Probate Court Office, 437 E. Division Street, Cadillac MI 49601. Applications may also be e-mailed to bstoll@wexfordcounty.org.

Posted: Thursday, May 25, 2023