



## Position Available – Internal/External Posting Job Title: **Locate Specialist -Support Staff**

- Classification:** Level 4  
Full Time/Full Benefits (37.5 hrs/wk)  
TPOAM Union
- Department:** Friend of the Court
- Hourly Wage:** \$15.47 - \$19.18
- 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
- Qualifications & Responsibilities:**
- Educational requirements: graduation from an accredited community college or associate degree in business administration, administrative assistant, legal assistant, or related field. \* Two years of related job experience may be substituted for each year of required education.
  - Must be proficient with Microsoft Word, Excel, and Outlook.
  - Must be proficient with or have the ability to quickly gain proficiency with the State of Michigan’s IV-D software.
  - Must be proficient with or have the ability to quickly gain proficiency with Zoom video conferencing.
  - Greets clients & members of the public in a professional manner.
  - Answers phones in a professional manner and obtains information necessary to answer questions or to communicate the question to supervisor.
  - Works effectively with the public, clients, court staff, and all employees.
  - Responsible for possessing knowledge of the Circuit Court/Family Court process.
  - Responsible for entering data into the MiSCES (Michigan Child Support Services) system pursuant to state regulations.
  - Responsible for collecting personal and financial information from clients to forward to Friend of the Court support specialists.
  - Responsible for learning how to use all current locate applications to locate individuals for support enforcement/parenting time enforcement/medical percentage enforcement.
- Note:** Examples do not include all of the duties which the employee may be expected to perform.
- Supervision:** Friend of the Court
- Deadline:** Friday, June 9, 2023 by 4:00 p.m. to the Human Resources Office, Historic Courthouse, 437 E. Division St., Cadillac, MI.