



WEXFORD COUNTY, MICHIGAN

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

Position Available – Internal/External Posting Job Title: **Account Review-Modification Specialist**

Classification:	Level 5 Full Time/Full Benefits (37.5 hrs/wk) TPOAM Union
Department:	Friend of the Court
Hourly Wage:	\$17.81 - \$21.78
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. • Greets clients & members of the public in a professional manner. • Works effectively with the public, clients, court staff, and all employees. • Responsible for possessing knowledge of the Circuit Court/Family Court process. • Secures financial, income, and employment information; analyzes collectability. • Meets with clients in jail and assesses ability to pay. • Recognizes need and refers individuals for services. • Meets the State of Michigan's directions regarding collection, redirection, and enforcement. • Reviews file information and assesses felony referrals.
Note:	Examples do not include all of the duties which the employee may be expected to perform.
Supervision:	Friend of the Court
Deadline:	Monday, August 31, 2026, by 4:00 p.m. to the County Human Resources Office, Historic Courthouse, 437 E. Division St., Cadillac, MI.

Posted: Monday, August 24, 2026