



KENT COUNTY
invites applications for the position of:

Clerk Typist II - Case Management

SALARY: \$16.15 Hourly
JOB TYPE: Full-time
OPENING DATE: 01/11/19
CLOSING DATE: 01/18/19 11:59 PM

JOB RESPONSIBILITIES:

Under general supervision, the successful candidate will perform a variety of clerical support functions including preparing and distributing child protective and delinquency court orders and court schedules; updating the case management system (CourtView); and processing and distributing child protective and delinquency pick-up orders.

Typing Test: *In order to be considered for this position an assessment test which includes typing proficiency at 50 wpm must be successfully completed. If you have a passing score from the past 365 days you will not receive a testing email. All other candidates should monitor their email for further instructions. Please call x7440 with any questions.*

MINIMUM QUALIFICATIONS:

High school diploma or equivalent and one year of successful clerical experience. Must be able to maintain accuracy of work in a fast-paced, high-volume environment. Must possess excellent computer skills including Word, Excel, database and Internet applications. Must be able to type **50 wpm or higher** as evidenced by a typing test administered at the Kent County Human Resources Department.

Must possess effective communication skills, both oral and written, with the ability to positively interact with clients from a wide range of cultural and socio-economic backgrounds. Delivering excellent customer service to all clients while maintaining confidentiality of information is essential.

ADDITIONAL INFORMATION:

*****If you have applied for multiple positions simultaneously that require a typing speed of 50 wpm and you do not have a valid passing score, you will receive multiple email invitations. You only need to test once. Your passing score will be valid for all submitted applications for 365 days.*****

Please Note: All communication for this position will be sent through email.

*To find out more about the benefits of working at Kent County,
check out our video:*

<https://www.youtube.com/watch?v=ZbUeOb9vCaw>

Kent County... Where Diversity, Equity and Inclusion Matter

Kent County...where diversity and inclusion matter

Kent County is an Equal Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/kentcountymi/default.cfm>

300 Monroe Ave. NW
Grand Rapids, MI 49503
616-632-7440
1-800-386-4484

jobs@kentcountymi.gov

Position #1901-283-12
CLERK TYPIST II - CASE MANAGEMENT
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