



HONORABLE SHANA A. LAMBOURN

Probate Judge/Presiding Family Court Judge

OGEMAW COUNTY PROBATE AND FAMILY COURT

806 West Houghton Avenue, Room 203

West Branch, Michigan 48661

Phone: (989) 345-0145

Fax: (989) 345-5901

JOB ANNOUNCEMENT

OGEMAW COUNTY PROBATE AND FAMILY COURT seeks a dynamic candidate to serve as **DEPUTY PROBATE REGISTER / FAMILY COURT SCHEDULING CLERK**. In this role, you will become a member of a team that provides equal access to justice for the citizens of Ogemaw County, with a focus on guardianship, conservatorship, and domestic relations matters. You will personally brief Hon. Shana A. Lambourn on case progress and other case matters; participate in real-time court proceedings; and interact with the public, attorneys, law enforcement, and other agencies on a daily basis to ensure cases receive the attention necessary to reach a just conclusion.

REPRESENTATIVE DUTIES

- Oversee the administration of court cases from initial filing through disposition (closing)
- Apply a complex body of laws, rules and regulations to a variety of circumstances
- Review documents to determine conformity with appropriate rules, practices, and/or court requirements, as well as prepare documents meeting these requirements
- Ensure case progress through efficient scheduling of matters to come before the court
- Operate standard office equipment, computers, software, and applications in the execution of daily tasks

*This list serves as an overview of the tasks required of this position and is not an exhaustive job description.

THE SUCCESSFUL CANDIDATE will be detail-oriented, self-motivated, well organized, and customer service-driven; thrive in a fast-paced environment; prioritize and execute complicated tasks, balancing the demands of multiple stakeholders; research basic problems and articulate reasoned, logical solutions; exercise complete confidentiality and impartiality on the job in a positive and professional manner

MINIMUM QUALIFICATIONS

- High school diploma or equivalent
- Ability to pass the next available examination to become a certified electronic recorder
- Prior legal and/or court office experience preferred
- A pre-employment physical, drug screening and criminal background check are required

TO APPLY please submit a cover letter and resume -- in Word or PDF format only -- to Probate/Family Court Administrator, Michael LaFave, via email at mlafave@ogemawprobate.com. Resumes received by Friday, January 25, 2019, will be given priority. Please use the email above if you have further questions. Salary is according to union contract, commensurate with experience.

This position is non-exempt and represented by Teamsters State, County, and Municipal Workers Local 214. Ogemaw County is an equal opportunity employer.