

January 4, 2021

ACCEPTING APPLICATIONS FOR EMPLOYMENT
CASE MANAGER/ENFORCEMENT OFFICER
OFFICE OF THE FRIEND OF THE COURT

The 23rd Circuit Court based in Alcona County, is seeking resumes to fill the vacancy of Case Manager/Enforcement Officer. The position is under the general direction of the Friend of the Court supervisor and job duties include, but are not limited to recommending intake and review of support modification requests, implementation of all bench warrant related policies and procedures, regularly meets with clients, attends court hearings and prepares all subsequent orders and case management duties. The position requires a Bachelor's degree with an emphasis on criminal justice or related field of study. Prior court experience is valuable, good general clerical skills, computer experience, and the ability to work well with the public are essential assets.

The position is a full time position with benefits under the 23rd Circuit Court Employees Association. Salary range: \$33,142.20-\$38,838.80.

A resume should be filed with Court Administrator Jennifer Lueck, Alcona County Trial Court, Alcona County Building, PO Box 385, Harrisville, MI, 48740 no later than January 15, 2021.

An Equal Opportunity Employer
To include those qualified persons with a disability