



□ 23rd Judicial Circuit
989-724-9410 (Phone)
989-724-9419 (Fax)

□ 81st Judicial District
989-724-9500 (Phone)
989-724-9509 (Fax)

STATE OF MICHIGAN
ALCONA COUNTY TRIAL COURT
P.O. Box 385
106 Fifth Street, Harrisville, MI 48740

□ Family Court
989-724-9470 (Phone)
989-724-9479 (Fax)

□ Probate Court
989-724-9490 (Phone)
989-724-9499 (Fax)

RICHARD E. VOLLBACH Jr, Chief Judge
LAURA A. FRAWLEY, Probate Judge, Presiding Trial Court Judge

January 4, 2021

ACCEPTING APPLICATIONS FOR EMPLOYMENT

**FINANCIAL CLERK/SPECIALIST
ALCONA COUNTY TRIAL COURT
OFFICE OF THE FRIEND OF THE COURT**

The 23rd Circuit Court Friend of the Court office based in Alcona County, is seeking resumes to fill the vacancy of Financial Clerk/Specialist. The position is under the general direction of the Friend of the Court supervisor and performs a variety of accounting, reporting and record keeping activities requiring the application of excellent clerical and math skills. 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:
\$28,483.00-\$31,777.00.

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