



Livingston
County



Juvenile Court Register

📅 17-Jan-2019 to 31-Jan-2019 (EST) 🏛️ Circuit Court (Juvenile Ct.)

📍 Howell, MI, USA 💰 \$22.5083/hour 🕒 Hourly 🕒 Full Time

🏥 Comprehensive Benefit Package Available - BCBS Health & Dental, Vision, Life Insurance, Disability, EAP, Pension, 457, Wellness & Telemedicine

ABOUT US:

We are located in Southeast Michigan and are one of the fastest growing counties in Michigan. Livingston County consists of 16 townships, 2 villages and 2 cities. The county contains a diverse mix of rural agricultural areas, historic downtowns, suburban development, lake-side living and large recreational lands. Home to two metro parks (Kensington and Huron Meadows), 3 state recreation areas (Island Lake, Brighton, and Pinckney), 1 state park (Lakelands Trail), 2 state game areas, 1 wildlife area, 2 Livingston County parks (Lutz and Fillmore), and numerous local parks, Livingston County has an abundance of recreational opportunities. Livingston County offers 163 park acres per 1,000 residents, more than any other county in Southeast Michigan.

SUMMARY OF POSITION:

This class is responsible for monitoring the filing various legal documents and preparing related correspondence.

BENEFITS:

- Hybrid pension plan which includes a Defined Benefit & 401a with an employer match
- Comprehensive Medical, Pharmacy, Dental & Vision
- Optional Voluntary 457 Deferred Compensation plan
- Short-term & Long-term disability & Basic Life & AD&D insurance
- Health & Dependent Flexible Spending Accounts
- Paid vacation, sick days & 13 Holidays. Unused vacation and sick time rolls over
- Tuition Reimbursement
- Up to \$500 annual Wellness reimbursement* & \$100 incentive for completing your annual physical & Health Assessment
- Voluntary benefits such as Accident, Critical Illness, & Hospital policies
- Employee Assistance Program

*Pro-rated based on Date of Hire

PAY RATE INFORMATION:

The Juvenile Court Register is a non-union position and starting pay is \$22.5083 / hour. This position is eligible for step pay increases within our Non-Union [Grade 7 Wage Scale](#). Top end of the current wage scale for this position is \$29.2608 / hour.

ESSENTIAL FUNCTIONS:

1. Oversees the receipting, reviewing, entering, and filing of various legal documents and signs and prepares orders, letters, and other documentation based on these legal documents.
2. Assists in researching legal issues and court rules and developing applicable policies and procedures.
3. Assists in overseeing department programs by reviewing forms and documents for compliance with operational policies and procedures.
4. Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures, and maintains a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
5. Processes special or unique filings that require specialized knowledge or are of a sensitive nature.
6. May serve as a Court Clerk or maintain the scheduling of cases.
7. Responds to difficult or complex questions and concerns from customers, attorneys, and employees regarding the registration and related legal operations.
8. Prepares a variety of reports that detail department operations or that are required by County, state or federal programs.
9. Performs other duties of a similar nature or level.

GENERAL DUTIES:

1. Will behave and communicate in a manner that promotes a positive work atmosphere.
2. Will maintain an awareness to provide a safe and healthy environment and will report all hazards and/or concerns.
3. Will participate in approved staff development activities, in-services and supervisory sessions.
4. Will adjust work schedule, with supervisory approval, to meet County needs.
5. Will accept other responsibilities and duties required by the supervisor consistent with the objectives and essential functions of this position. Such responsibilities shall be incorporated into the position description if they involve a lengthy commitment of time or are on going.
6. Will advise supervisor if actual practice (activity) begins to deviate significantly from specified essential functions.

SUPPLEMENTARY FUNCTIONS:

1. May represent Livingston County on internal/external committees or work groups to enhance service delivery or service planning.
2. May participate in community education activities.
3. May be required to participate in the periodic evaluation of services and service planning.
4. May receive and assist in resolving complaints or inquiries related to services provided by Livingston County.
5. Will participate in approved preparedness drills or emergency activities and will be available in the event of a county declared disaster or emergency.

LICENSING or CERTIFICATIONS:

None required.

Providing customer service;

- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Ability to maintain records, prepare reports and answer questions.
- Ability to maintain effective working relationships and productively serve as a member of a team with employees and the public plus have the ability to deal with problems courteously and tactfully.
- Must be able to maintain cooperative working relationships and possess good interpersonal skills and be able to work within a team structure.
- Must have ability to develop computer skills to manage implemented County documentation systems.

STAFF DEVELOPMENT/TRAINING:

- Prevention of Harassment in the Workplace
- Michigan Right to Know
- For positions "at risk" for work-related musculoskeletal disorder (WMSD), will participate in Ergonomics Training minimally every three years

WORKING CONDITIONS:

Physical Requirements:

- Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- May be exposed to hazardous materials found in a home or general office environment.
- Use of household cleaning products and disinfectants may be required.
- For positions "at risk" for work-related musculoskeletal disorder (WMSD): Will be aware of the risk factors and proper computer posture, as this position has been identified as a problem job for work-related musculoskeletal disorder (WMSD) risk. Must recognize the signs and symptoms of WMSDs and the importance of early reporting to Human Resources with recommendations for control.

QUALIFICATIONS:

1. High School Diploma, or G.E.D., and
2. Three years of as a Court Clerk; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge of:

- Supervisory principles;
- Applicable local, state and federal laws, rules, and regulations;
- Applicable court procedures;
- Office principles and practices;
- Customer service principles.

Skill in:

- Supervising and evaluating employees;
- Prioritizing and assigning work;
- Researching information;

CRITERIA FOR MERIT INCREASES:

- Has developed specific efficiencies in performance of duties.
- Exceeds performance objectives for the position.
- Demonstrates on-going skill development through readings, journals, etc.
- Initiates constructive ideas with supervisor for unit/position performance.
- Assumes constructive leadership role with co-workers.
- Assists in providing training to other staff, share skills with other staff.
- Functions willingly as a training consultant/resource to colleagues.
- Pursues appropriate certification/licensure.

To apply, please visit: <https://livingston.applicantpool.com/jobs/304109.html>. For questions, please contact Stacy Bono, HR Specialist at 517-540-8757 or by email at sbono@livgov.com.