



Mark A. Hackel
County Executive

Office Assistant Senior (Data Maintenance Clerk)

**Friend of the Court
Mount Clemens, Michigan
Salary - \$30,735.61 to \$38,980.19 Annually**

JOB SUMMARY:

Under direction, interprets, calculates, processes, manipulates, enters and stores data and information; makes necessary updates and changes of source information; performs related duties as assigned.

QUALIFICATIONS (EDUCATION AND EXPERIENCE):

REQUIRED:

Possession of a high school diploma or a certificate of successful completion of the General Educational Development (GED) Test.

A minimum of three (3) years of clerical experience involving data processing and/or clerical accounting.

PREFERRED:

Education supplemented with college courses in data or word processing.

Previous Friend of the Court experience.

Experience with and ability to navigate through the Michigan Child Support Enforcement System (MiCSES).

Experience with and ability to navigate through the OnBase Imaging System.

BENEFITS:

We offer health, dental and vision plans that offer flexibility and choice along with a generous time off policy and a 401(a) retirement plan. Visit our website at <http://hrlr.macombgov.org> for more details on our exceptional benefit package.

HOW TO APPLY:

This job posting closes at 5:00 p.m. on Friday, February 22, 2019.

For a complete job description, benefits information and online application instructions, please visit our website at <http://hrlr.macombgov.org>

THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER