

NOTICE OF JOB POSTING

Huron County Friend of the Court

Account Clerk

Application Deadline: Friday, December 26, 2025, by 4:00 p.m.

Job Description

Job Title: Account Clerk	Union Affiliation: non-union
Department: Friend of the Court	Position: Full Time Non Exempt (37.5 hours per week)
Pay Grade: 120 / 130 on obtaining CEO	Start Date: immediately

Position Summary:

Under the supervision of the Friend of the Court / Juvenile Services Director, the purpose of this position is to provide assistance in the Family Division office. Employees in this position perform data entry, clerical, and/or accounting work. Position is responsible for entering data into the support system. Position is responsible for supporting the child support enforcement function. Employees in this position also perform judicial support work. Performs related work as directed.

Essential Duties and Responsibilities:

1. Prepare account statements as requested. Prepare income withholding orders. Perform client locator services. Prepare and generate letters of inquiry regarding employment changes of litigants. Compute and apply court ordered support adjustments. Perform other duties necessary to support the child support enforcement function.
2. Gather and evaluate financial information from litigants and employers. Follow up with clients and/or enforcement division to ensure prompt processing. Prepare guideline for child support recommendation in accordance with State of Michigan guidelines.
3. Enter data into the CSES computer system.
4. Enter data into the JIS computer system.
5. Stamp, enter, and file motions, reports, and exhibits. Distribute information involved to appropriate parties.

6. Receive and direct inquiries regarding court processes. Obtain attendants or transporters, schedule psychological testing, process billings including vendor invoices, and maintain records related to such services.
7. Perform a variety of clerical duties and routine office functions. Type and prepare documents, letters, and reports. Answer telephone and forward calls, greet and assist visitors to the office. Schedule appointments and maintain office calendar. Maintain court files and records including process service.
8. Must maintain strict confidentiality of client files.

Working Conditions/Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office and courtroom setting, stand, sit, stoop, and kneel, and reach with hands and arms. The employee must lift or push/pull objects of up to 20 lbs without assistance. Accommodation will be made, as needed for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a court of business office setting where the noise level is moderate.

Minimum Education, Training and Experience Required

Requires at least a high school education some technical knowledge normally acquired from specialized training such as that acquired in up to one year of college, technical, vocational, trade or business school and one to two years' experience working in an office setting. Associate's degree with course work emphasis in accounting, business administration, or a related field preferred.

Ability to obtain certification as a certified electronic operator (CEO).

Working knowledge of accounting principles; legal terms and concepts regarding matters with Circuit Court Family Division jurisdiction; office procedures including case filing and processing and telephone protocol; ability to type and use all current office computers, machines and equipment; ability to work with minimal supervision; and ability to deal with people under stress in a firm but fair manner.

Minimum Physical, Mental and Attitudinal Requirements

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements: Requires the physical ability to operate a variety of automated office machines, which includes a typewriter, photocopier, printer, and personal computer. Work involves sitting most of the time, but may involve walking or standing for periods.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data. Requires the ability to inspect items for proper length, width and shape. Requires the ability to differentiate forms and documents.

Numerical Aptitude: Requires the ability to add and subtract totals; to multiply and divide; and to determine percentages and decimals.

Language Ability: Requires the ability to comprehend a variety of informational documents, docket sheets, court reports and records, court orders, etc. Requires the ability to prepare court reports and records, court orders and related court documents and information, using prescribed format and conforming to all rules of punctuation, grammar, dictation and style. Requires the ability to record and deliver information, to explain procedures, to follow instructions. Must be able to use and interpret legal and court terminology and language.

Interpersonal Communication: Requires the ability to communicate with people to convey or exchange information including giving assignments and/or directions to others and receiving instructions and assignments from supervisors in person or by accommodating device. Requires the ability to deal with people beyond giving and receiving instructions.

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Computer Aptitude: Requires fluency in computer language, programs, and application.

Stress Management: Must be adaptable to performing under average to high levels of stress.

The above job description is not all inclusive of the total scope of duties to be performed and is meant as a general guideline for such duties.

In addition, the above qualifications are intended to represent general guidelines of the skill and experience levels associated with performing the duties and responsibilities involved. These qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related criteria.

To apply for this position please submit letter of application and resume to Ann M. Schultz, Friend of the Court / Juvenile Services Director by 4:00 p.m. on Friday, December 26, 2025.

Dated: December 10, 2025



Ann M. Schultz,
Friend of the Court / Juvenile Services Director