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# Job Descriptions

## Oceana County, Michigan

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Office of the County Administrator  
Human Resources  
Original Compilation: 2017

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Exempt

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**Job Title:** County Administrator/Fiscal Officer

**Salary Range:** PALSS

**Department:** Administration

**Hours:** 35 hours/week  
1,820 hours/year

**General Summary:**

Perm, Full time

Under the general direction of the Oceana County Board of Commissioners (Board), serves as the chief administrative and fiscal officer. Recommends and implements policies of the Board relating to administration, employee relations and labor negotiations, budgeting and financial management, facilities management and other internal services. Acts as liaison between the Board and elected and appointed officials, boards, and commissions. Develops and monitors systems and strategies to accomplish goals of the Board.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Assists the Board and department heads in establishing strategic goals.
- Analyzes budget proposals and is directly empowered to prepare a balanced budget; assists and advises the Board in budget deliberations; consults and advises county departments and agencies in developing budget requests and proposals.
- Monitors appropriations of departments and agencies funded by the county; analyzes expenditures, budget status, irregular circumstances which require budget amendments or transfers; periodically reports the status of the annual

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budget to the Board; conforms to the requirements of the annual General Appropriations Act.

- Develops, recommends, implements and enforces Board operating policies; coordinates and administers labor agreements.
- Coordinates and reviews the work of department heads as authorized by the Board, including: Animal Control, Ambulance, Airport, Equalization, Courthouse and Grounds, Emergency Management, Building Department, Transfer Station, and Technology.
- Supervise employees and the effective operation of the administrator's office; empowers employees through training, coaching, mentoring.
- Represents the Board on such boards, commissions, and committees as may be directed by the Board; interact with the public.
- Coordinates independent auditing services and other contractual and professional services; coordinates with legal counsel on matters concerning the county.

#### **Knowledge, Skills, & Abilities:**

- Knowledge of managerial and administrative principles and practices; strategic planning, accounting and financial management.
- Knowledge of applicable laws such as Uniform Budgeting and Accounting Act, Open Meeting Act, Freedom of Information Act, etc.
- Exhibits a strong commitment to public service.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with county employees, elected and appointed officials, and citizens.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.

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## **Minimum Qualifications:**

### Education:

- A minimum of a Bachelor's Degree in public administration, business management, accounting and finance or equivalent work experience. Master's Degree highly preferred.

### Experience:

- At least five years of demonstrated evidence of strong professional, managerial, and administrative leadership.

## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.

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- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.
- Ability to operate a motor vehicle.

**Working Conditions:**

- Works in a comfortable office environment provided by the county.

**Other Requirements (if applicable):**

- Valid Michigan driver's license and a good driving record.

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Revised: 2017

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Financial and Human Resources Coordinator **Salary Range:** PALSS

**Department:** Administration

**Hours:** 40 hours/week

2,080 hours/year

**General Summary:**

Perm, Full time

Under the general direction of the County Administrator, assists in performing accounting, budgeting, financial management, grants management, human resources, and benefits administration functions. Acts as a liaison between the County Administrator and various stakeholders, including elected and appointed officials, employees, and the public.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

### Financial Management:

- Assists and coordinates accounts payable, accounts receivable, fixed assets, and purchasing functions including compliance with internal financial and audit controls. Works to ensure all county courts and departments follow the same protocols.
- Assists with the balancing of accounts payables and claims report(s) to be approved by the Board.
- Works with the County Administrator and department heads to analyze budget proposals and directly assists with preparation of the annual general fund budget and special revenue budgets where appropriate.

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Revised: 2019

- Facilitates regularly scheduled committee and board meetings during the absence of the County Administrator.
- Regularly monitors department and agency budgets for over budget situations and when appropriate takes corrective action. Prepare periodic journal entries as necessary for county financial reporting.
- Assists with the annual preparation of the county audit and other state-mandated financial reporting requirements.
- With regards to purchasing, assists departments in achieving the highest level of cost savings for the county including participation in MiDeal, part of the State Purchasing Contract; monitors credit card policy to assure internal controls are sufficient to meet auditing standards.
- Monitors, reconciles, and reports on a variety of grants.
- Complete special projects and other tasks as they are assigned including policy development, routine office tasks, and coordinating the work of the Administrative Assistant.

#### Human Resources:

- Assists with postings and advertisements for hiring new employees. Processes all paperwork regarding verification of employment and separation of employment. Coordinates pre-employment physicals.
- Prepare and maintain personnel files for all county employees including the protection of confidential information.
- Assists with maintaining the county's job classification and salary system and makes recommendations on the assignment of pay for new positions.
- Assists with writing or updating personnel policies.
- Administers the county's benefits program (i.e., health, life, dental, etc.).
- Complete state-mandated pension and OPEB reporting requirements.
- Conduct research regarding wages, fringe benefits, and general labor relation practices.
- Assists the County Administrator with information needed to work with the county's labor counsel and the preparation of data for the collective bargaining process.

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- Provides advice and direction to elected and appointed department heads, and their respective employees, regarding a variety of personnel matters.

**Knowledge, Skills, & Abilities:**

- Knowledge of accounting and human resource principles and practices; strategic planning, accounting and financial management.
- Knowledge of applicable laws such as Uniform Budgeting and Accounting Act, Open Meeting Act, Freedom of Information Act (FOIA), Family Medical Leave Act (FMLA), Fair Labor Standards Act (FLSA), Affordable Care Act (ACA), Health Insurance Portability and Accountability Act (HIPAA), and other appropriate legislation.
- Exhibits a strong commitment to public service.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with county employees, elected and appointed officials, and citizens.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.

**Minimum Qualifications:**

Education:

- A Bachelor's Degree in accounting, human resources, public administration, management, accounting or equivalent combination of education and work experience.

Experience:

- At least three years of demonstrated evidence of strong accounting, human resources, benefits administration, and professional experience working with a diverse population of stakeholders both inside and outside of the organization.

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### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

### **Working Conditions:**

- Works in a comfortable office environment provided by the county.

### **Other Requirements (if applicable):**

- None.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Administrative Assistant

**Salary Range:** PALSS

**Department:** Administration

**Hours:** 14 hours/week

728 hours/year

**General Summary:**

Perm, Part time

Under the general direction of the County Administrator, performs clerical office support including telephone, filing, preparing reports, and similar tasks. Assists with updating content on the county Web site.

### **Essential Duties and Responsibilities:**

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- Provide clerical support including telephones, working with the public, filing, and assist with scheduling meetings.
- Assists with the preparation of reports, plans, and policies, as needed.
- Regularly updates information on the county Web site. Assist other departments with updates as needed.

### **Knowledge, Skills, & Abilities:**

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.

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- Ability to communicate orally with individuals such as co-workers, government officials, vendors, and the general public to obtain and provide information.
- Ability to read and comprehend documents including financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to operate a cash register and/or computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.
- Communication, phone & organizational skills
- Capable of learning how to manage information published on a Web site and applying the knowledge and skills.
- Ability to perform all functions and meet deadlines when faced with constant interruptions, and must interact with others on a regular basis.

### **Minimum Qualifications:**

#### Education:

- High School diploma is required.

#### Experience:

- At least six months of office experience that demonstrates the ability to perform the duties as assigned with intermediate level computer skills.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying.
- Requires the ability to operate a variety of office equipment such as a cash register, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

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- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

**Working Conditions:**

- Works in a comfortable office environment provided by the county. The position is faced with constant interruptions, and must interact with others on a regular basis.

**Other Requirements (if applicable):**

- None.

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Revised: 2017

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Accounts Payable & Administrative Assistant **Salary Range:** PALSS

**Department:** County Administrator's Office

**Hours:** 35 hours/week

1,820 hours/year

**General Summary:**

Perm, Full time

Under the direction of the County Administrator and/or Financial and Human Resources Coordinator performs responsibilities regarding processing of all accounts payable functions, including journal entries, and general ledger distributions. Produces a variety of financial reports. Assists during various audits such as the annual county audit and worker compensation audit. Performs additional clerical office support including telephone, filing, data entry, and similar tasks.

### **Essential Duties and Responsibilities:**

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- Performs all accounts payable functions, including processing journal entries and other general ledger distributions.
- Produces financial reports.
- As assigned, assist drain office with specific tasks.
- Provide backup support to the payroll specialist.
- Provide clerical support including telephones, working with the public, filing, and assist with scheduling meetings including some assistance to assigned boards and commissions.
- Regularly updates information on the county Web site.

### **Knowledge, Skills, & Abilities:**

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Revised: 2022

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, government officials, vendors, and the general public to obtain and provide information.
- Ability to read and comprehend documents including financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to operate a cash register and/or computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.
- Communication, phone & organizational skills
- Capable of learning how to manage information published on a Web site and applying the knowledge and skills.
- Ability to perform all functions and meet deadlines when faced with constant interruptions, and must interact with others on a regular basis.

### **Minimum Qualifications:**

#### Education:

- High school diploma.
- College-level coursework in accounting is highly preferred.

#### Experience:

- At least one year of office experience. Experience with payroll or accounting functions is highly preferred.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

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Revised: 2022

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to move books weighing up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as a cash register, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

**Working Conditions:**

- Works in a comfortable office environment provided by the county. The position is faced with constant interruptions, and must interact with others on a regular basis.

**Other Requirements (if applicable):**

- None.

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Revised: 2022

**Section Break**

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Airport Manager

**Salary Range:** PALSS

**Department:** Airport

**Hours:** 26 hours/week

1,352 hrs/year

**General Summary:**

Perm, Part time

Under the general direction of the County Administrator, is responsible for the operation and maintenance of the Oceana County Airport. Develops and enforces local rules and regulations that support state and federal regulations.

### **Essential Duties and Responsibilities:**

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- Responsible for all aspects of operations and maintenance of the airport, including facilities, grounds, equipment, etc.
- Develops and enforces all local, state, and federal regulations regarding airport operations.
- Develops and monitors the annual airport budget.
- Works with state and federal agencies to develop and implement strategic plans for the expansion and overall sustainability of the airport.
- Participates in local, regional, and state aviation meetings to stay informed of current regulations.

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Revised: 2017

## **Knowledge, Skills, & Abilities:**

- Extensive knowledge, skills, and abilities that are consistent with experience in general aviation and understanding regulations.
- Knowledge and ability to perform a variety of operational and maintenance functions (i.e., airport equipment).
- Knowledge, skills, and abilities appropriate for strategic planning, budgeting, complying with grant reporting requirements, and developing policies.
- Exhibits a strong commitment to public service and works well with the public.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with county employees, elected and appointed officials, and citizens.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.

## **Minimum Qualifications:**

### Education:

- A minimum of a high school diploma. A college degree (associates or bachelors) in aviation or related field is highly preferred.
- Must pass the airport managers test administered by the State Aeronautics Commission.

### Experience:

- At least one year of demonstrated experience in managing the operations of an aviation or related facility.

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## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to work with equipment and other materials weighing up to 50 lbs.
- Requires navigating outdoor terrain by walking or use of a mobility device.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.
- Ability to operate a motor vehicle.

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Revised: 2017

**Working Conditions:**

- Works in a comfortable office environment provided by the county and frequent outdoor work in varying weather conditions.

**Other Requirements (if applicable):**

- Valid Michigan driver's license and a good driving record.

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Revised: 2017

**Section Break**

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Exempt

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**Job Title:** Chief Animal Control Officer

**Salary Range:** PALSS

**Department:** Animal Control Department

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Under the supervision of the County Administrator, enforces state animal control law (Dog Law, Public Act 339 of 1919) and provides general assistance to citizens and law enforcement officers with animal related complaints. Directs and oversees department operations and supervises staff, including managing and scheduling volunteers. Establish operating policies and procedures, developing and administering the department budget. Serves in an on-call capacity for after-hours emergencies as required to ensure complaints are responded to in a timely manner.

### **Essential Duties and Responsibilities:**

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- Direct and oversee all department operations.
- Supervise employees and volunteers serving the mission of the animal control department.
- Enforce applicable state animal control laws.
- Establish operating policies and procedures.
- Develop and administer an annual budget.
- Perform required recordkeeping functions.
- Interact with the public.

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- Serves in an on call capacity for after-hours emergencies and responds within 30 minutes from receiving a call.
- Perform all of the duties associated with the deputy animal control officer, as needed.

### **Knowledge, Skills, & Abilities:**

- Knowledge of state animal control laws.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.
- Knowledge of basic geometry and basic statistics.
- Knowledge of county roadways and ability to read maps.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with county employees, elected and appointed officials, and citizens.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.

### **Minimum Qualifications:**

#### Education:

- High school diploma or equivalent.
- Michigan Department of Agriculture required animal control training; 100—hours minimum; or, be able to complete this requirement in a timeframe established by the supervisor.
- Valid euthanasia certification; or, be able to complete this requirement in a timeframe established by the supervisor.

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### Experience:

- Prefer a minimum of 2 – 3 years of work experience in animal handling, animal control, public relations or equivalent combination of work experience and education.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with animal management and control, such as bending, lifting, and carrying.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to exert a range of physical effort including lifting, carrying, pushing and pulling of animals and objects, such as dog food, weighing up to 100 lbs.
- Frequent field work, requiring the strength, stamina, and physical coordination needed to walk over uneven terrain, climb stairs, bend, kneel, and crouch.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as licenses, receipts, reports, maps, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.

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- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from animal complaints.
- Ability to operate vehicles to patrol the county and investigate complaints.
- Ability to subdue, capture, and transport animals.

**Working Conditions:**

- Works in an office and kennel environment with exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, noise, toxic agents.
- Works outside in varying weather conditions.
- Exposure to the risk of being bitten by animals.
- Subject to work related calls after normal business hours.
- Exposure to diseases communicated by animals.
- Exposure to irate individuals in the investigation of animal complaints.

**Other Requirements (if applicable):**

- Valid Michigan driver's license and a good driving record.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Deputy Animal Control Officer

**Salary Range:** PALSS

**Department:** Animal Control Department

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Under the supervision of the Chief Animal Control Officer, enforces state animal control law (Dog Law, Public Act 339 of 1919) and provides general assistance to citizens and law enforcement officers with animal related complaints. Serves in an on-call capacity for after-hours emergencies as assigned by the supervisor.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Cleans and sanitizes animal kennel and housing areas; feeds and cares for animals; cleans and sanitizes county vehicles.
- Answers and responds to potential animal adopters; citizen complaints.
- Investigates animal complaints and when necessary quarantines animals at varying locations; issue citations for violations of state animal control law.
- Writes reports; appears and testifies in court.
- Maintains equipment and vehicles to ensure proper operational performance.
- Inspect kennels and issue licenses; sell dog licenses and verify rabies information.
- Prepares and administers vaccines, other medicines; tranquilizers and euthanasia drugs; keep accurate records.
- Operate incinerators.

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- Perform accurate cash receipting functions; track kennel and dog licenses.
- Serves in an on call capacity for after-hours emergencies and responds within 30 minutes from receiving a call.

### **Knowledge, Skills, & Abilities:**

- Knowledge of state animal control laws.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.
- Knowledge of basic geometry and basic statistics.
- Knowledge of county roadways and ability to read maps.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with county employees, elected and appointed officials, and citizens.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.

### **Minimum Qualifications:**

#### Education:

- High school diploma or equivalent.
- Michigan Department of Agriculture required animal control training; 100—hours minimum; or, be able to complete this requirement in a timeframe established by the supervisor.
- Valid euthanasia certification; or, be able to complete this requirement in a timeframe established by the supervisor.

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### Experience:

- Prefer a minimum of 1 year of work experience in animal handling, animal control, public relations or equivalent combination of work experience and education.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with animal management and control, such as bending, lifting, and carrying.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to exert a range of physical effort including lifting, carrying, pushing and pulling of animals and objects, such as dog food, weighing up to 100 lbs.
- Frequent field work, requiring the strength, stamina, and physical coordination needed to walk over uneven terrain, climb stairs, bend, kneel, and crouch.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as licenses, receipts, reports, maps, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.

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- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from animal complaints.
- Ability to operate vehicles to patrol the county and investigate complaints.
- Ability to subdue, capture, and transport animals.

**Working Conditions:**

- Works in an office and kennel environment with exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, noise, toxic agents.
- Works outside in varying weather conditions.
- Exposure to the risk of being bitten by animals.
- Subject to work related calls after normal business hours.
- Exposure to diseases communicated by animals.
- Exposure to irate individuals in the investigation of animal complaints.

**Other Requirements (if applicable):**

- Valid Michigan driver's license and a good driving record.

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**Section Break**

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Exempt

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**Job Title:** EMS Director

**Salary Range:** PALSS

**Department:** Emergency Medical Services

**Hours:** 40 hours/week  
2,080 hours/year

Perm, Full time

### **General Summary:**

Under the general supervision of the County Administrator, the EMS Director is responsible for the day-to-day operations and administration of the Oceana County Emergency Medical Services. Plan, organizes, coordinates and evaluates functioning of ambulance service; conducts training and supervision of staff in order to insure delivery of consistent high quality care; develops written protocols, policies and procedures; organizes, coordinates and evaluates all functions of the ambulance service; represents the department and county at local and regional meetings; prepares and manages the budget; prepares and presents regular reports to the Oceana County Commissioners; overall responsibility for clinical care, staffing, program planning, maintenance of vehicles, equipment and facilities.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Directly supervises all EMS operations and staff.
- Ensure patient and employee safety in all areas of operations.
- Respond to calls involving emergency medical, fire and hazmat incidents, and may have command and control responsibilities; respond to non-emergency calls to assist the public and other response agencies.

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- Oversee staff issues to include disciplining and coaching of employees, encouraging continuing education and professional development; providing work-related training.
- Recommendations to the Oceana County Board of Commissioners for purchase or acquisition of ambulances, supplies and equipment.
- Provide public relation information and training for the citizens of Oceana County.
- Ensure all Oceana County EMS protocols, policies, and procedures are followed by all staff members.
- Oversee training and mentoring for new employees in the areas of essential duties and responsibilities as outlined in the EMS position job descriptions.
- Develop and update policies and procedures.
- Oversee and ensure ongoing education, training, and mentoring of EMS staff.
- Coordinate the review of patient reports and billing forms to assure adequate and accurate documentation of services.
- Maintain patient confidentiality and oversee HIPAA laws and regulations.
- Maintain and secure staff records.
- Maintain up-to-date knowledge of federal and state laws, rules and regulations related to aspects of EMS.
- Prepares, monitors and works within the approved budget.
- Ensure all licenses, certifications, and documents are current and in place.
- Maintain certifications, skills and knowledge needed to function at the Paramedic level.
- Represents Oceana County in a variety of local, county, state and other meetings.
- Maintain positive working relationships with hospital physicians and staff, law enforcement, public works, fire, volunteer agencies, and any other agency as deemed necessary.
- Maintain station facilities, grounds, ambulances and equipment by performing light and heavy general cleaning, mowing and maintenance.
- Maintain knowledge of county geography, streets, roads and buildings.

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## **Knowledge, Skills, & Abilities:**

- Knowledge of EMS protocols, policies, procedures and ability to apply them.
- Knowledge of managerial and administrative principles and practices; strategic planning, accounting and financial management.
- Knowledge of applicable laws such as HIPAA.
- Exhibits a strong commitment to public service.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with county employees, elected and appointed officials, and citizens.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.

## **Minimum Qualifications:**

### Education:

- A Bachelor's Degree is required, preferably in business, medical studies, or related field in order to perform effectively in an EMS operation.
- Current valid Michigan Paramedic Certification.
- Current valid Michigan Certified EMS Instructor/Coordinator.
- Current Advanced Life Support Certification, instructor certification preferred.
- Current trauma training required (ITLS, PHTLS, or equivalent), instructor certification preferred.
- Current pediatric training required (EPC, PEPP, or equivalent), instructor certification preferred.

### Experience:

- At least five (5) years of experience in Advanced Life Support or an equivalent combination of education and experience.
- At least two (2) years of supervisory experience preferred.

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## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying, walking, crouching, kneeling, climbing/descending, balancing, stooping, and reaching. Work is often performed while wearing PPE and could while carrying additional equipment. Ability to use hands to operate objects, tools, or controls.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.
- Ability to operate a motor vehicle.

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**Working Conditions:**

- Work is typically performed in facilities and equipment provided by the county such as an office, stockroom, outdoors, and at the scene of emergency incidents. The employee may be exposed to fire, smoke, noise, dust, dirt, grease, machinery with moving parts, contagious or infectious disease or pathogens, irritating chemicals, and occasional hot, cold or inclement weather. The work requires the use of protective devices such as masks, goggles, gloves, and all protective clothing associated with EMS operations.

**Other Requirements (if applicable):**

- Valid Michigan driver's license and a good driving record.
- Must complete the EMS department's approved physical agility assessment.

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Office Manager

**Salary Range:** PALSS

**Department:** Emergency Medical Services

**Hours:** 36 hours/week  
1,872 hours/year

**General Summary:**

Perm, Full time

Under the general supervision of the EMS Director is responsible for providing office management services to the EMS Department. This includes maintaining office services and efficiency, supervising additional clerical staff as needed, maintaining department records.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency.
- Design and implement office policies, establishes standards.
- Process requests for office supplies, equipment, etc.
- Serve as the primary point of contact for various stakeholders such as clients, agencies, groups, and others.
- Manage filing systems including personnel records, electronic medical records, records retention, protection and security.
- Supervise clerical staff as needed.

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## **Knowledge, Skills, & Abilities:**

- Knowledge of office administration principles and practices.
- Knowledge of medical billing practices.
- Knowledge of applicable laws such as HIPAA.
- Exhibits a strong commitment to public service.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with county employees, elected and appointed officials, and citizens.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.
- Skill and ability to apply a high level of accuracy when working with EMS records.
- Maintain strict confidentiality in performing duties.
- Ability to perform all functions and meet deadlines when faced with constant interruptions, and must interact with others on a regular basis.

## **Minimum Qualifications:**

### Education:

- A high school diploma is required. Advanced coursework in business management or relate field and training/certification as an ambulance billing clerk highly preferred.

### Experience:

- At least two (2) years of experience as an office manager, preferably in an agency similar to ambulance, with some past experience billing for services and related tasks.

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## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying, walking, crouching, kneeling, climbing/descending, balancing, stooping, and reaching. Ability to use hands to operate objects, tools, or controls.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

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**Working Conditions:**

- Works in a comfortable office environment provided by the county. The position is faced with constant interruptions and must interact with others on a regular basis.

**Other Requirements (if applicable):**

- None.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Exempt

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**Job Title:** EMS Supervisor

**Salary Range:** PALSS

**Department:** Emergency Medical Services

**Hours:** 56 hours/week  
2,912 hours/year

**General Summary:**

Perm, Full time

Under the direction of the Emergency Medical Services (EMS) Director, supervises personnel providing emergency medical services in Oceana County. Plans, directs and participates in the response to requests for emergency and non-emergency medical responses and transports. Supervises maintenance and upkeep of department grounds, equipment, and fleet. Maintains records of equipment acquisition, maintenance, and replacement. Supervises EMS personnel, including performance evaluations, education, counseling, and makes recommendations for disciplinary action.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- As supervisor shall participate in employment interviews, plan and implements employee scheduling, approves leave time, ensures proper coverage, approves times sheets, reviews employee performance and counsels staff on problems or necessary improvements.
- Plans and directs the response to calls for emergency medical services and oversees personnel engaged in rendering assistance and transporting to medical facilities.
- Supervises and participates in the operation and maintenance of emergency medical equipment to ensure equipment is maintained and, if necessary,

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replaced. Keeps records of maintenance and replacement of emergency medical equipment.

- Supervises operations at multiple station locations, including maintenance and general upkeep of facilities and grounds.
- Attends department meetings as directed.
- Available for off-duty call ins.
- Ensures that personnel are properly groomed, equipped, and have appropriate uniforms and accessories.
- Oversees and participates in the inspection and maintenance of all medical response vehicles to ensure proper operating condition. Ensures that vehicles are properly equipped and stocked.
- Regularly meets with other management and office staff to review past and plan future activities and initiatives.
- Oversees the maintenance of records and preparation of reports related to EMS activities and prepares summary reports of equipment and vehicle maintenance and replacement recommendations.
- Attends seminars, workshops, continuing education courses and in-house training sessions to maintain licensure and remain current on the latest methods, techniques, and procedures regarding emergency medical services.
- Performs various public relations activities to assist in maintaining a positive image in the community. Makes presentations to various community groups and conducts classes related to emergency medical services.
- Regularly performs all of the duties of a Paramedic.
- Schedules personnel to maintain adequate coverage on all ALS ambulances.
- Performs Quality Improvement functions for the department including employee counseling on patient care activities and prepare and produce various reports.
- Conducts skill testing to verify competency of EMS personnel.
- May serve as the EMS provider liaison on the Medical Control Authority.
- May serve as a member of applicable professional standards review organizations.
- Performs all other duties as may be assigned.

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## **Knowledge, Skills, & Abilities:**

- Knowledge of EMS protocols, policies, procedures and ability to apply them.
- Knowledge of basic managerial and administrative principles and practices; scheduling, coordinating, planning, reporting, etc.
- Working knowledge of applicable laws such as HIPAA, FMLA, FLSA, ADA, non-harassment, etc.
- Exhibits a strong commitment to public service.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with county employees, elected and appointed officials, and citizens.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.

## **Minimum Qualifications:**

### Education:

- Technical training equivalent to at least an Associate's Degree in emergency services. Additional education related to business operations, communication, leadership, and team-building highly preferred.
- Current valid Michigan Paramedic Certification.
- NIMS ICS 100, ICS 200, IS 700, and IS 800 certifications required. ICS 300 and ICS 400 certifications, or able to complete the training within one (1) year of employment.

### Experience:

- At least three (3) years of experience in EMS services highly preferred.
- At least one (1) year with Oceana County EMS highly preferred.

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## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Ability to pass a physical agility and strength test administered by the department.
- Requires physical movements and the ability to exert effort consistent with prolonged bending, lifting, and carrying, walking, crouching, kneeling, climbing/descending, balancing, stooping, and reaching, in varying terrain and weather conditions and cramped locations. Work is often performed while wearing PPE and could while carrying additional equipment weighing up to 70 lbs. Ability to use hands to operate objects, tools, or controls.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

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- Ability to operate a motor vehicle.

**Working Conditions:**

- Work is routinely performed at the scene of an emergency incident, outdoors, etc.
- Work is also performed in facilities and equipment provided by the county such as an office, stockroom, etc.
- The employee may be exposed to fire, smoke, noise, dust, dirt, grease, machinery with moving parts, contagious or infectious disease or pathogens, irritating chemicals, and occasional hot, cold or inclement weather. The work requires the use of protective devices such as masks, goggles, gloves, and all protective clothing associated with EMS operations.
- Exposure to persons in various emotional states, as well as under the influence of alcohol and/or drugs.

**Other Requirements (if applicable):**

- Valid Michigan driver's license and a good driving record.

## Position Description **Advanced EMT / Specialist**

**Reports to:** OCEMS Management Team

**Supervises:** As Delegated

### Qualifications and Experience:

1. Possession of valid motor vehicle operator's license with satisfactory driving record.
2. Company insurance carrier must approve driving record.
3. Physically capable of meeting job requirements.
4. Excellent clinical and written skills.
5. State of Michigan licensed EMT-Specialist.
6. High school graduate or equivalent.
7. Demonstrated ability to take charge when necessary and function as a team leader.
8. Drug and alcohol free per company policy.
9. AHA (or equivalent) BLS Certification required prior to employment.
10. Trauma training certification preferred. (ITLS/PHTLS or equivalent)
11. Pediatric certification preferred. (PEPP/EPC or equivalent)

### Post Employment Qualifications

1. Certification by the Oceana County Medical Control Board within 6 months of hire, and the ability to maintain those privileges throughout the length of employment.

## **Responsibilities**

### **Quality of Work**

#### Job Knowledge

1. Knowledge of medical control protocols.
2. Knowledge of current company policies, procedures and protocols.
3. Providing efficient, immediate medical care within scope of training and licensure.
4. Use of good judgment and sound decision making abilities.
5. Familiarity with state and local ordinances as they apply to OCEMS operations.
6. Demonstrated knowledge of geographical area serviced.
7. General knowledge of vehicle operations.
8. Thorough knowledge of organization and systems interactions.

#### Technical Skills

1. Demonstrated proficiency in all areas of basic life support including CPR, airway, suction, oxygen application, bleeding control, splinting, bandaging, etc.
2. Demonstrated proficiency in all areas of an Advanced EMT/Specialist including medication administration, IV skills, and equipment operation, etc.
3. Demonstrated proficiency in all areas of convalescent care including transporting sick, injured and convalescent patients to and from medical facilities.
4. Demonstrated proficiency in all areas of patient handling including stretcher operations, lifting and loading techniques, etc.
5. Effective radio communication skills.
6. Ability to work as a team member or independently, as the circumstances require.
7. Ability to drive company vehicles, exercising defensive driving techniques and operation within regulations prescribed by the Michigan Vehicle Code for both emergency and routing driving.

8. Giving and receiving verbal and written instructions.
9. Demonstrating ability to manage scenes effectively.
10. Charting clinical observations accurately and completely on designated forms and submitting documentation as required.
11. Demonstrating proficiency in the operation of company equipment and vehicles within the scope of position requirements.

#### Thoroughness

1. Ensuring the execution of all job duties and responsibilities of oneself and others in a complete and thorough manner, with follow-up conducted when required.

#### Safety Consciousness

1. Performing all duties and responsibilities in a safe manner as prescribed by company policies and procedures, manufacturer's recommendations, or relevant governmental guidelines. This may include, but is not limited to, driving, use of company equipment, infection control, as well as concern for the safety of self and others.

#### Work area equipment upkeep

1. Maintaining neat and clean work area including vehicle, equipment and station according to company policies.
2. Operating and maintaining all assigned equipment and vehicles in a proper and safe manner.

#### Professional Behavior

1. Following all company policies, procedures and protocols, including Code of Conduct.
2. Maintaining proper hygiene adhering to uniform guidelines.
3. Demonstrating responsibility and accountability for won professional conduct, including confidentiality.
4. Maintaining clinical standards in all aspects of care.

#### Professional Development Initiative

1. Displaying self-directed learning and an interest in acquiring more knowledge about the job.
2. Participating in continuing education.
3. Participating in in-service training.

## **Quantity of Work**

#### Productivity

1. Providing the proper medical and patient care in an expeditious and efficient manner to the extent that circumstances allow, including maintaining scramble times within company guidelines.
2. Demonstrating effective use of time and resources in organizing and prioritizing work duties.

#### Motivation, Enthusiasm and Perseverance

1. Performing all duties in a generally agreeable and positive manner.
2. Offering to assist the company when unexpected needs arise.
3. Effectively administering medical care under extraordinarily difficult or unexpected conditions.

#### Participation in Organization Improvements

1. Involved in improving OCEMS by making constructive suggestions and attending meetings.

2. Exhibiting willingness to adapt to organization changes.

### **Effectiveness in Human Relations**

1. Working with management to improve OCEMS.
2. Maintaining effective relationship with managers.
3. Maintaining effective relationships with fellow employees.
4. Displaying ability to accept constructive criticism and accept direction from more experienced personnel.
5. Exhibiting willingness to teach and guide trainees and less experienced personnel.
6. Maintaining effective relationships with trainees and less experienced personnel.
7. Exhibiting care and compassion for both patients and families.
8. Taking steps to meet the emotional needs of patients and families as necessary.
9. Demonstrating open communication and willingness to cooperate with police officers, firefighters, hospital personnel and others.
10. Working effectively as a team member when required.
11. Ability to tactfully maintain control of the situation, make sound judgments and deliver the proper medical care in difficult situations.

### **Attendance and Punctuality**

#### Absences, Tardiness and Overall Dependability

1. Maintaining attendance record within guidelines of established company policy.
2. Maintaining tardiness record within guidelines of established company policy.
3. Exhibiting reliability.
4. Performing duties as required or assigned.

## Position Description **Emergency Medical Technician**

**Reports to:** OCEMS Management Team

**Supervises:** As Delegated

### Qualifications and Experience:

1. Possession of valid motor vehicle operator's license with satisfactory driving record.
2. Company insurance carrier must approve driving record.
3. Physically capable of meeting job requirements.
4. Excellent clinical and written skills.
5. State of Michigan licensed EMT.
6. High school graduate or equivalent.
7. Demonstrated ability to take charge when necessary and function as a team leader.
8. Drug and alcohol free per company policy.
9. AHA (or equivalent) BLS Certification required prior to employment
10. Trauma training certification preferred (ITLS/PHTLS or equivalent).
11. PEPP Certification preferred.

### Post Employment Qualifications

1. Certification by the Oceana County Medical Control Board within 6 months of hire, and the ability to maintain those privileges throughout the length of employment.

## **Responsibilities**

### **Quality of Work**

#### Job Knowledge

1. Knowledge of medical control protocols.
2. Knowledge of current company policies, procedures and protocols.
3. Providing efficient, immediate medical care within scope of training and licensure.
4. Use of good judgment and sound decision making abilities.
5. Familiarity with state and local ordinances as they apply to OCEMS operations.
6. Demonstrated knowledge of geographical area serviced.
7. General knowledge of vehicle operations.
8. Thorough knowledge of organization and systems interactions.

#### Technical Skills

1. Demonstrated proficiency in all areas of basic life support including CPR, airway, suction, oxygen application, bleeding control, splinting, bandaging, etc.
2. Demonstrated proficiency in all areas of convalescent care including transporting sick, injured and convalescent patients to and from medical facilities.
3. Demonstrated proficiency in all areas of patient handling including stretcher operations, lifting and loading techniques, etc.
4. Effective radio communication skills.
5. Ability to work as a team member or independently, as the circumstances require.
6. Ability to drive company vehicles, exercising defensive driving techniques and operation within regulations prescribed by the Michigan Vehicle Code for both emergency and routing driving.
7. Charting clinical observations accurately and completely on designated forms and submitting documentation as required.

8. Demonstrating proficiency in the operation of company equipment and vehicles within the scope of position requirements.

#### Thoroughness

1. Ensuring the execution of all job duties and responsibilities of oneself and others in a complete and thorough manner, with follow-up conducted when required.

#### Safety Consciousness

1. Performing all duties and responsibilities in a safe manner as prescribed by company policies and procedures, manufacturer's recommendations, or relevant governmental guidelines. This may include, but is not limited to, driving, use of company equipment, infection control, as well as concern for the safety of self and others.

#### Work area equipment upkeep

1. Maintaining neat and clean work area including vehicle, equipment and station according to company policies.
2. Operating and maintaining all assigned equipment and vehicles in a proper and safe manner.

#### Professional Behavior

1. Following all company policies, procedures and protocols, including Code of Conduct.
2. Maintaining proper hygiene adhering to uniform guidelines.
3. Demonstrating responsibility and accountability for won professional conduct, including confidentiality.
4. Maintaining clinical standards in all aspects of care.

#### Professional Development Initiative

1. Displaying self-directed learning and an interest in acquiring more knowledge about the job.
2. Participating in continuing education.
3. Participating in in-service training.

## **Quantity of Work**

#### Productivity

1. Providing the proper medical and patient care in an expeditious and efficient manner to the extent that circumstances allow, including maintaining scramble times within company guidelines.
2. Demonstrating effective use of time and resources in organizing and prioritizing work duties.

#### Motivation, Enthusiasm and Perseverance

1. Performing all duties in a generally agreeable and positive manner.
2. Offering to assist the company when unexpected needs arise.
3. Effectively administering medical care under extraordinarily difficult or unexpected conditions.

#### Participation in Organization Improvements

1. Involved in improving OCEMS by making constructive suggestions and attending meetings.
2. Exhibiting willingness to adapt to organization changes.

## **Effectiveness in Human Relations**

1. Working with management to improve OCEMS.
2. Maintaining effective relationship with managers.
3. Maintaining effective relationships with fellow employees.
4. Displaying ability to accept constructive criticism and accept direction from more experienced personnel.
5. Exhibiting willingness to teach and guide trainees and less experienced personnel.
6. Maintaining effective relationships with trainees and less experienced personnel.
7. Exhibiting care and compassion for both patients and families.
8. Takings steps to meet the emotional needs of patients and families as necessary.
9. Demonstrating open communication and willingness to cooperate with police officers, firefighters, hospital personnel and others.
10. Working effectively as a team member when required.
11. Ability to tactfully maintain control of the situation, make sound judgments and deliver the proper medical care in difficult situations.

## **Attendance and Punctuality**

### Absences, Tardiness and Overall Dependability

1. Maintaining attendance record within guidelines of established company policy.
2. Maintaining tardiness record within guidelines of established company policy.
3. Exhibiting reliability.
4. Performing duties as required or assigned.

**Section Break**

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Building Department Coordinator

**Salary Range:** PALSS

**Department:** Building Department

**Hours:** 35 hours/week  
1,820 hours/year

**General Summary:**

Perm, Full time

Under the general direction of the County Administrator, oversees the operations of the Building Department and works closely with the public, contractors, and local officials to comply with all permitting requirements related to new and existing construction.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Oversees the operation of the department. Works closely with independent contractors hired to perform plan review, issuance of permits, and inspection of work performed.
- Assist permit applicants, process applications according to established procedures, receive and respond to correspondence from applicants, process and document citizen complaints.
- Performs data entry and maintains all electronic permit records in county software. Prepare various reports for use by departments and the Board of Commissioners.
- Performs accounts payable and accounts receivable functions.
- Collects monies, balances receipts and cash reports, and makes deposits. Performs other banking functions as required.

*Oceana County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

Revised: 2017

## **Knowledge, Skills, & Abilities:**

- Knowledge of some management, scheduling, and planning principles and practices.
- Knowledge of constructions codes.
- Ability to work independent of others as well as a member of a team.
- Ability to understand and implement state and county policies impacting the department.
- Exhibits a strong commitment to public service.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with county employees, elected and appointed officials, and the general public.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines; develop and follow daily work plans.

## **Minimum Qualifications:**

### Education:

- A high school diploma or equivalent.
- At least one year of personal computer and software experience highly preferred. Knowledge of BS&A software highly preferred,

### Experience:

- At least one year of experience in an upper-level clerical position overseeing the work of others.
- Experience working with construction principles. At least three years in the building construction industry is highly preferred.

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Revised: 2017

## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.
- Ability to operate a motor vehicle.

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Revised: 2017

**Working Conditions:**

- Works in a comfortable office environment provided by the county.

**Other Requirements (if applicable):**

- Valid Michigan driver's license and a good driving record.

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Revised: 2017

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Permit Specialist

**Salary Range:** PALSS

**Department:** Building Department

**Hours:** 20 hours/week  
1,040 hours/year

**General Summary:**

Perm, Part time

Under the general direction of the Building Department Coordinator, works closely with the public, contractors, and local officials to process permit applications, receive and receipt fees, balance cash reports, perform banking functions, and related tasks to comply with all permitting requirements related to new and existing construction.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Works closely with independent contractors hired to perform plan review, issuance of permits, and inspection of work performed.
- Assist permit applicants, calculate fees, process applications according to established procedures, receive and respond to correspondence from applicants, process and document citizen complaints.
- Performs data entry and maintains all electronic permit records in county software. Prepare various reports for use by departments as directed by the Coordinator.
- Performs accounts payable and accounts receivable functions.
- Collects monies, balances receipts and cash reports, and makes deposits. Performs other banking functions as required.
- Perform routine office tasks, phones, mail, scheduling.

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Revised: 2017

## **Knowledge, Skills, & Abilities:**

- Knowledge of some time management, scheduling, and planning principles and practices. Must be able to complete assigned work in a busy office environment that may involve frequent interruptions.
- Knowledge of constructions codes.
- Ability to work independent of others as well as a member of a team.
- Ability to understand and implement state and county policies impacting the department.
- Exhibits a strong commitment to public service.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with county employees, elected and appointed officials, and the general public.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines; develop and follow daily work plans.

## **Minimum Qualifications:**

### Education:

- A high school diploma or equivalent.
- At least one year of personal computer and software experience required. Knowledge of BS&A software highly preferred.

### Experience:

- At least one year of experience in a customer-service type position highly preferred.
- Prior experience working with construction principles, such as in a general contractor business or similar government agency, preferred but not required.

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Revised: 2017

## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, walking, stooping, kneeling, and carrying.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

## **Working Conditions:**

- Works in a comfortable office environment provided by the county.

## **Other Requirements (if applicable):**

- None.

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Revised: 2017

**Section Break**

# Oceana County

JOB DESCRIPTION Bargaining Unit:

General, Non-Union

FLSA: Exempt

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**Job Title:** Court Administrator/Chief Clerk

**Salary Range:** PALSS

**Department:** Circuit Court

**Hours:** 40 hours/week

2,080 hours/year

**General Summary:**

Perm, Full time

Under the supervision of the Circuit Court Judge and/or Presiding Judge, serves in the dual capacity of Court Administrator and Chief Circuit Court Clerk. As Chief clerk, oversees and participates in all Circuit Court activities. As court administrator, plan, organizes, directs and controls the non-judicial and operational activities of the Circuit Court, including the Family Division.

## **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

### Chief Court Clerk

- Provides information to attorneys, litigants and the public regarding court policies and procedures, explaining case activity and directing people to the proper court, individual or agency, and assists in the resolution of problems regarding court cases.
- Receives and verifies compliance with court rules and local administrative orders prior to processing legal documents. Establishes and maintains circuit court division files and records.
- Reviews court files and ensures that they are complete and in order for court proceedings. Refers files to appropriate parties for follow-up, as needed, prior to submission to the Judges.
- Coordinates the processing of pro se matters to ensure that proposed pleadings are appropriate, consents have been obtained, and hearings are scheduled.
- Reviews case flow management function of the circuit court, and closing of all cases filed in the circuit court; schedules court hearings, as necessary, to ensure no delay in matters.
- Maintains a docket of filing and hearing dates to ensure deadlines are met. Assembles documents and materials for court proceedings.

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Revised: 2017

- Attends court sessions as necessary to ensure that all appropriate notices, orders, judgments, and other documents are prepared, specifically all criminal pleas and judgments of sentence.
- Prepare and submit all abstracts to the Secretary of State.
- Ensure the criminal history submitted to the Michigan State Police Criminal History Section is complete and contains no errors. Correct any LEIN error messages received.
- Review and make a determination on applications for excusal or postponement of jury duty in and for the Circuit Court.
- Oversees and participates in summoning prospective jurors, swearing in jurors, and preparing payment vouchers for juror fees and mileage.
- Alternative Dispute Resolution clerk: responsible for all cases referred to case evaluation by scheduling, coordinating, collecting and disbursing the associated fees to the evaluators, monitoring the acceptance/rejection period, notifying attorneys of record regarding acceptance/rejection/settlement, and monitoring their confidentiality.
- Receive payments, issue receipts, and posting payments to appropriate ledgers.
- Oversees the collection and disbursement of filing fee accounts, bond accounts, restitution payments, garnishments, and other funds and ensure proper accounting procedures are followed, including the daily balancing of cash receipts.
- Daily deposits and weekly transmittals.
- Assists in all Probate and Family Court Divisions when necessary to meet the needs of the Court.
- Docketing and data entry.
- Regularly performs all duties contained in the job for a Court Clerk (office supplies).
- Perform legal secretarial functions and scheduling for the judges.
- Directly supervises one or more employees of the court. Train employees; assigns and monitors employees work; implements and enforces new procedures.

#### Essential Functions-Court Administrator

- Work in conjunction with the Circuit Court Judge and Presiding Judge to ensure accurate communication with the judges, management and staff on programs, personnel issues, financial matters, problems, and other issues.
- Supervise staff as designated the Circuit Court Judge and/or Presiding Judge.
- Review and approve all requests for purchases of the office equipment and supplies necessary to the proper administration of the circuit and family court functions.

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Revised: 2017

- Oversee the case flow management function of the court, including the implementation of procedures and schedules to efficiently use judicial time. Docket control and case age.
- Participate in a professional development program for court administrators, including being active in court administrator associations.
- Prepares and administers Public Defender Contracts to attorneys who provide services to indigent defendants/parties.
- Negotiates all contracts/agreements for renewal of service contracts for Circuit Court.
- Oversee the computer system for Circuit Court, including acting as liaison with the computer support and technical assistance staff.
- Prepares Local Administrative Orders (LAOs) per directives from Chief Judge, Circuit Court, and/or Presiding Judge, and State Court Administration Office (SCAO).
- Maintains current understanding of LAOs, circuit court statutes, and court rules. Attends educational seminars and training regarding changes in procedures.
- Develops and implements procedures to ensure compliance with applicable codes, statutes and court rules; and to ensure effective service to court patrons.
- Maintains receipt records, prepares cash transmittals for county treasurer, and prepares vouchers for reimbursement bonds.
- Responsible for all mandated court reports, financial processing and fiscal reports due to the Michigan Supreme Court, SCAO, State of Michigan, Michigan Department of Health and Human Service, and any other county department.
- Plan and oversee the development and control of the budget for the Circuit Court, including presenting the budget to the County Board of Commissioners and monitoring and controlling expenditures. Annual budget & monthly balancing; bills (approved & submitted).
- Performs duties responsible with SCAO, State of Michigan for the following:
  - Assignment Clerk; Emergency Services Coordinator; ADA Coordinator, and Visiting Judges Clerk for the 27<sup>th</sup> Circuit Court-Oceana.
  - Language Access Coordinator for the 27<sup>th</sup> Circuit Court-Oceana, 78<sup>th</sup> District Court-Oceana and Oceana Probate Court.
- Performs other duties as assigned by the Circuit Court Judge and/or Presiding Judge.
- Oversees the presence and availability of a law library (paper and/or online) for various stakeholders, including judges, attorneys, and patrons (public access, inmates) in accordance with the law.

**Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, and punctuation.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.

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- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of leadership principles and practices and ability to apply them within the court system, including conflict resolutions skills.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Knowledge of current court methods, procedures and practices. Ability to comprehend and apply statutes and court rules.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to work independent of others, adaptable and detail oriented, decisive and have a strong work ethic.

### **Minimum Qualifications:**

#### Education:

- Requires an Associate's Degree in criminal justice or related discipline. Prefer a Bachelor's Degree or equivalent combination of education and work experience.

#### Experience:

- Requires at least two years of experience in a court or related legal setting with knowledge of court procedures and scheduling required. Previous bookkeeping experience is desirable.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements (climb stairs, bend, kneel, crouch) during an

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extended period of time.

- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light to moderate physical effort in sedentary and physically active work, which may involve some lifting, carrying, pushing and pulling of objects weighing up to 10 pounds. Tasks may involve extended periods of time in an office environment with a variety of office equipment.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to communicate orally and in writing with county officials, municipal officials, other county departments and the general public.

**Working Conditions:**

- Works in an office environment provided by the county/court.

**Other Requirements:**

- None

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Revised: 2017

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Circuit Court Deputy Clerk

**Salary Range:** PALSS

**Department:** Circuit Court

**Hours:** 35 hours/week  
1,820 hours/year  
Perm, Full time

### General Summary:

Under the supervision of the Circuit and Probate judges and such other persons designated by the judges. The employee will fulfill the following general duties: (1) serve as a judicial secretary to the judges of Circuit Court and Probate Court; (2) serve the public and attorneys seeking services from the Circuit and Probate Courts; and (3) serve as a court recorder for the Juvenile Division of the Circuit Court, together with providing secretarial services to the County Juvenile Officer.

### Essential Duties and Responsibilities:

*These examples may not include all of the duties which the employee is expected to perform. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Desk is located at the first station and is the first contact person with the public at the counter.
- Sort and process morning mail, answer phone, open new files, file, and send out afternoon mail for all work stations.
- Serves as secretary to the judges of the Circuit Court and Probate Court and the County Juvenile Officer.
- Schedule appointments and hearings, and type legal documents, correspondence, notices, and judicial orders.
- Respond to inquiries at the counter and by telephone consistent with the scope of authority, provide information on court policies, explain case activity, and direct people to the proper court, individual, or agency.
- Ensure that petitions, orders, summons and other documents are properly prepared and noticed as required.

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Revised: 2017

- In juvenile cases, assemble and distribute victim rights information and process case regarding fingerprints, DNA testing, and DNA fees.
  - a. Records all formal juvenile hearings.
  - b. Responsible for the preparation of court orders and related legal documents following formal court hearings and distributes to parties.
  - c. Assists in the maintenance of case files. Updates legal/social files based on court orders and enters required information to the computer system.
  - d. Records and tracks all placements of youth and maintains records of placement changes to ensure vouchers are correct.
- Be cross-trained in assisting the public and legal profession in filing paperwork in all areas of the Circuit Court and Probate Court. (Includes certifying copies of court documents).
- Time stamp and process all documents legally appropriate for filing with the Circuit and Probate Courts on an “as available” rotation with other office staff.
- Perform a variety of account keeping activities including calculating fees, issuing payment vouchers, receiving payments, issuing receipts, and posting payments to appropriate ledgers.
- Perform other duties as may be assigned by the judges of the Circuit and Probate Courts.

#### Essential Functions-Court Recorder

- Become a certified court recorder and notary public
- Become deputized as a circuit court clerk and deputy probate/juvenile register
- Schedule hearings and send out required notices
- Convene Court
- Electronically record hearings for the Circuit and Probate Courts, including marking and indexing the records of the exhibits and court proceedings

#### **Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, and punctuation.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Knowledge of current court methods, procedures and practices.

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- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.

### **Minimum Qualifications:**

#### Education:

- Associate degree or equivalent with legal secretarial or paralegal work.

#### Experience:

- One year of experience in a court, related legal or secretarial setting providing knowledge of the processing of legal documents and court operations are highly desirable.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements (climb stairs, bend, kneel, crouch) during an extended period of time.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light to moderate physical effort in sedentary and physically active work, which may involve some lifting, carrying, pushing and pulling of objects weighing up to 10 pounds. Tasks may involve extended periods of time in an office environment with a variety of office equipment.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in

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determining and referencing such to established standards to recognize interactive effects and relationships.

- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to communicate orally and in writing with county officials, municipal officials, other county departments and the general public.

**Working Conditions:**

- Works in an office environment provided by the county/court.

**Other Requirements:**

- None

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Law Librarian  
(Performed by the Court Administrator)

**Salary Range:** PALSS

**Department:** Circuit Court

**Hours:** As needed

### General Summary:

Under the direction of the Circuit Court Judge, supports, maintains, directs, and delivers public services to users in the library. Has general supervisory control of the law library including contracting with appropriate vendors to provide computer research access to the judge and prosecutors.

### Essential Duties and Responsibilities:

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Delivers public services to users in the library.
- Controls access to the law library and establishes rules regarding use of the library materials.
- Ensures the availability of legal research materials to the judges and prosecutors.
- Orders library materials to keep publications current.
- Development and monitoring of the annual law library budget.
- Conduct periodic reviews of new and existing resources, in part, based on the needs of the judges, prosecutors, and lawyers using the library.
- Manages contracts for online research services and maintains records of authorized users of online research services and processes requests to check out (and in) legal resources from the library.

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## **Knowledge, Skills, & Abilities:**

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, government officials, vendors, and the general public to obtain and provide information.
- Ability to read and comprehend documents including cash receipts, financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.
- Knowledge of the structure of the legal system and the use of legal materials.
- Typing/keyboarding skills.

## **Minimum Qualifications:**

### Education:

- High school diploma or equivalent.

### Experience:

- At least two years of legal clerical experience.

## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to move books weighing up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as a cash register, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.

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- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

**Working Conditions:**

- Works in a comfortable office environment provided by the county.

**Other Requirements (if applicable):**

- None.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Court Recorder/Collections Clerk

**Salary Range:** PALSS

**Department:** Circuit Court

**Hours:** 35 hours/week  
1,820 hours/year  
Perm, Full time

### **General Summary:**

Under the supervision of the Chief Circuit Court Judge, serves a multi-capacity role including court recorder, collections clerk, and deputy clerk. Responsible for verbatim recordings and transcripts for all court proceedings following certification requirements under MCR 8.108; assist the Court Administrator/Chief Court Clerk with various tasks as assigned; and as a collections clerk is responsible for ensuring defendants comply with court assessed fines, costs, and restitution.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

#### Essential Functions-Court Reporter/Recorder:

- Take a verbatim record of the court sessions of the circuit court.
- Mark and index exhibits offered into evidence during court proceedings.
- Maintain and index records of the proceedings in the circuit court consistent with the applicable court rules and statutes.
- Prepare transcripts of circuit court proceedings upon proper request and furnish copies of the transcript to appropriate persons upon payment of any lawful fees due for the transcript.
- On order of the circuit court, make the file transcripts of proceedings with the Circuit Court Clerk without expense to either party.
- Refrain from any outside employment as a court reporter or recorder, except as expressly approved in writing by the Chief Judge.

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- Subject to the approval of the Court Administrator, arrange for substitute court reporter or recorders when the employee will be absent from work.
- “Supervise” all certified electronic operators in Circuit Court.

Essential Functions-Deputy Court Clerk:

- Responds to inquiries at the counter and on the telephone, provides information on court policies, procedures, court rules and statutes, interprets routine court orders and documents, explains case activity and directs people to the proper court, individual, or agency.
- Receives and reviews legal documents to determine compliance with the court rules and requirements, which include checking for timeliness, completeness, signatures and other necessary information.
- Time-stamps and files all documents legally appropriate for filing with the circuit court.
- Schedule hearings on motions and other matters with the proper judge and calendar these hearings on the judge’s schedule. Review file for a scheduled hearing to ensure that all filed documents are included and notices have been properly sent.
- Sets and types a variety of materials such as file cards, correspondence, forms, reports, orders and opinions of the court.
- Conducts record searches and complies and releases data from records if allowed by law in response to inquiries.
- Prepares certified copies of court documents.
- Carryout such administrative functions that may be delegated from time-to-time by the Court Administrator.
- Carry out functions of Deputy Clerk including but not limited to:
  - Default
  - Summons
  - Garnishments
- Daily Bank Deposits as requested by the Court Administrator.

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## Essential Functions - Collections Clerk

- Perform a variety of accounting activities including calculating fees, issuing payment vouchers on bond accounts and court-ordered payables, receiving payments, issuing receipts, and posting payments to appropriate ledgers. Disburse funds to appropriate agencies such as MDOC.
- Ensure proper collection reports are sent to the State Court Administrative Office as requested.

### **Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, and punctuation.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of leadership principles and practices and ability to apply them within the court system, including conflict resolutions skills.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Knowledge of current court methods, procedures and practices. Ability to comprehend and apply statutes and court rules.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to work independent of others, adaptable and detail oriented, decisive and have a strong work ethic.

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## **Minimum Qualifications:**

### Education:

- At least an Associate's Degree in legal studies, criminal justice or related discipline.
- Qualify and maintain certificate for the CER/SR certification exam by the Michigan Supreme Court under MCR 8.108.

### Experience:

- At least one year of experience in a court or related legal setting with knowledge of court procedures and scheduling required.
- Experience working with the Michigan Transcription Template preferred.
- Previous experience with court collections preferred.

## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements (climb stairs, bend, kneel, crouch) during an extended period of time. May be required to lift up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to effectively hear auditory responses from various sources including analog and digital recording devices.
- Ability to perform duties during prolonged periods of sitting.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to communicate orally and in writing with county officials, municipal officials, other county departments and the general public.

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**Working Conditions:**

- Works in an office and courtroom environment provided by the court/county. May be required to work long hours.
- Maintains a reasonable and civil decorum in the day to day contact with fellow employees and the general public.
- Has exposure to difficult person(s) including those who may have been charged or convicted of various criminal offenses.

**Other Requirements:**

- None.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Exempt

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**Job Title:** Juvenile Officer/Court Referee & Recorder

**Salary Range:** PALSS

**Department:** Juvenile Court

**Hours:** 35 hours/week

1,820 hours/year

**General Summary:**

Perm, Full time

Under the direction of the Chief Judge or Presiding Judge of the Family Court, plans and directs all juvenile court services, supervises and participates in investigating juvenile complaints, supervises probation staff, reviews preparation of pre-dispositional reports, assists in the development of treatment programs and supervision of juvenile probationers. The Juvenile Officer acts as liaison with community agencies including police departments, schools, ISD, other courts and counseling agencies. Prepares and develops Child Care Fund and monitors spending. Serves on key community boards as representative of the Court.

As the Court Referee, acts as referee in holding preliminary inquiries in delinquent and neglect cases, swearing in of witnesses, advising juvenile/parents of their rights, taking testimony, determining if sufficient grounds to proceed on a complaint, preparing written orders, assigning cases to probation staff, setting matters for further hearing and maintain electronic recordings of please taken.

As the Court Recorder, is a certified electronic operator and maintains yearly certification. Opens court and acts as recorder for hearings in the juvenile division and in a supporting role for Circuit Court and Friend of the Court as needed. Prepares orders following the hearing for the judge's signature as required.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job*

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*successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Participates in interviewing job candidates, makes hiring recommendations, trains staff, assigns workloads and reviews and evaluates staff performance.
- Serves as supervisor to probation officers. Provides assistance and oversight to Judicial Secretary for opening juvenile delinquent cases and traffic cases, filings, correspondence, etc.
- Screens incoming complaints and referrals, determines disposition, monitors case progress and maintains proper case flow.
- Assists staff in analyzing complex or difficult cases, planning appropriate treatment programs and resolving special problems.
- Ensures that departmental policies and procedures are in compliance with the Juvenile Code. Develops new programs and reviews services provided by other agencies.
- Serves as resource, liaison and public relations representative to schools, social work agencies, law enforcement agencies and legal and medical personnel.
- Reviews petitions and completes extensive home studies for in-family adoptions, investigates and evaluates prospective adoptive parents and makes recommendations on the proper disposition of relative adoptions.
- Operates electronic recording equipment to record juvenile court proceedings and maintains annual certification.
- Serves as referee for preliminary inquiry hearings on delinquent and neglect and abuse cases, which include:
  - Advising juveniles and their parents of their legal rights to trial, counsel, bond, etc.,
  - Swearing in witnesses and hearing testimony,
  - Determining if sufficient grounds exist for a complaint to be filed,
  - Determining which cases are to be diverted, placed on consent or formal calendar,
  - Maintains electronic recording of pleas,
  - Prepares court orders.

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- Inputs computer data and prepares regular reports on court services including victim rights reimbursement, case load reporting, abstracting, fingerprinting, RDSS grant, annual census of youth in care, Annual Court Report for Family Division, yearly accounts receivables payments and adjustments report to SCAO, etc.
- Oversees court collection program. Reviews financial forms submitted by all families/youth receiving court services. Provides recommendations for reimbursement order to the Court. Inputs court ordered reimbursements into computer. Oversees monthly past due letters, statements of accounts, establishing payment schedules, and determines need for show cause hearings for failure to comply, garnishments and income tax interception.
- Prepares annual Child Care Fund budget and oversees financial functions of the juvenile court. Electronically submits annual plan and budget and monthly DSS 207 reports requesting reimbursements for expenditures covering youth in foster care, youth in detention, youth in residential placement, in-home care costs for probation staff and CASA program and basic grant programs. Maintains data base to support submissions for reimbursement.
- Maintains current contracts with agencies: Camp Grace, Ottawa County Detention Bed, Regional Detention Support Services (RDSS), Fountain Hill Center, Community Services Coordinator and Crime Victim Rights Commission.
- Represents the Family Division on various community boards; such as Community Team, Children's Trust Fund, CASA committee, Spectrum Rural Health Committee, Permanency Planning committee, etc.
- Maintains professional development by attendance at conferences and membership in the Northern Michigan Juvenile Officers Association and/or the Michigan Association for Family Court Administrators.
- Is on call 24/7 – 365 days a year for assisting police agencies in removing and detaining juveniles. Available to DHS after hours for assistance in abuse and neglect matters.
- Reviews bills for payment and submission to Register for voucher of payments.
- Assists Probate/Juvenile Register in matters of the court including vouchers for payment from the CCF, adoptions, computer input, report generating,

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scheduling, hearings, assignment of attorneys, review of monthly DSS chargeback, etc.

- Completes annual in home reviews and written report of minor guardianships under age six for Probate Judge, as mandated by statute, approximately 20 per year, with recommendations for continuation, termination, need for a hearing or additional services.
- Supervise/oversee CASA program, Advocate Supervisor and volunteers. Develops budget through the Child Care Fund. Works closely with The Fountain Hill Center fiduciary in following budget, approving billing and providing oversight to CASA advocate supervisor and volunteers. Serves as Secretary for CASA advisory board.
- Serves as Representative Payee to Social Security Administration for minor children under court ward ship in out-of-home placements who qualify for benefits. Submits annual accounting of funds for each youth.
- Oversee/supervise Community Services Coordinator.
- Oversee/supervise RDSS volunteers. Recruit and complete background checks on volunteers who provide transportation to and from detention and residential placements for hearing; provide electronic tether monitoring, in-home detention supervision and holder sight supervision.
- Provides victim advocacy. Meets with victims and reviews impact statements, reviews requests for restitution and works with probation staff in determination of recommendations to the Court. Looks at alternate solutions including mediation, community service, apologies, etc.
- May transport wards of the court when the need arises.

### **Knowledge, Skills, & Abilities:**

- Knowledge of managerial and administrative principles and practices; activity planning and organization.
- Knowledge of applicable laws such as Juvenile Code, etc.
- Exhibits a strong commitment to judicial/public service.

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- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with court and/or county employees, elected and appointed officials, and citizens.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.

### **Minimum Qualifications:**

Education/Experience: [unclear which educational requirement applies, contradictions exist – maximum used for assessment]

Court Administrator/Director: [minimum and desired are identical]

- Minimum standards (same as Desired): Master’s degree in social sciences, business or public administration, education, criminal justice, a related field that qualifies the person to manage or supervise the delivery of juvenile services, or a law degree, with a minimum of four years of supervisory experience with juvenile court staff.  
-OR- [lesser qualifications are in fact the minimum standards]
- A Bachelor’s degree in those same areas and two years of supervisory experience working with juvenile court staff or related human services field. (Courts with only one level of supervision may use two years of casework experience in lieu of supervisory experience).

Supervisory Personnel: [this, then, becomes the overall lesser qualification and should be the minimum standards]

- Desired standards: Master’s degree in social work, education in a human services field, or a related field that qualifies the person to manage or supervise the delivery of juvenile services, with one year of professional experience in juvenile court work.  
-OR-
- Minimum standards: A Bachelor’s degree in social science, education, a human service field, or a related field that qualifies the person to manage or supervise

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the delivery of juvenile services, with two years of professional experience with a juvenile court staff or in a child welfare agency.

**Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.
- Ability to operate a motor vehicle.

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**Working Conditions:**

- Works in a comfortable office environment provided by the court/county.

**Other Requirements (if applicable):**

- Certified electronic operator and maintains yearly certification.
- Valid Michigan driver's license and a good driving record.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Juvenile Probation Officer

**Salary Range:** PALSS

**Department:** Juvenile Court

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Under supervision of County Juvenile Officer, supervises and counsels assigned youth placed on probation with the Family Division of Circuit Court. Assists in case monitoring, supervision, tracking and enforcement for overall compliance of court orders and reports to the assigned Judge.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Supervises assigned youth placed on probation or court supervision, meeting with them regularly, ensuring terms and conditions of probation are adhered to, providing counseling to youth and family regarding problems experienced by youth and monitoring attendance progress at outside counseling agencies and making referrals for outside counseling when deemed necessary.
- Addresses questions and concerns of youths and/or parents, explaining nature of charges and policies and procedures of the court.
- Attends preliminary and subsequent hearings involving assigned youth, provides testimony as required and ensures compliance with dispositional order. Coordinates with police agencies, schools and the prosecuting attorney as needed on case development.

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- Investigates assigned cases, includes contacting schools and police agencies involved with the youth and family; and conducting home visits and interviews with youth and family to assess home environment, family interaction and other related activities.
- Prepares written reports and recommendations as to most appropriate programs and placement of youth.
- Completes risk assessment scale to determine appropriate services for youth and family.
- Monitors compliance to court ordered random drug testing for youth.
- Monitors payment of restitution and sees to the needs of victims involved.
- Submits written petitions for violations of probation when youth are noncompliant with court ordered requirements. Provides recommendations to the Judge as to disposition.
- Runs and/or assists in programming for youth and families such as: Court Camp program, Anger Management Program, Circuit Court Sentencing Program, Youth Overcoming Drugs and Alcohol (YODA), Teen Accountability Court, after hours drug testing, The C.U.R.E. Deterrent Program, electronic monitoring ,etc.
- Visits youth placed out of home in foster care, detention or residential programming.
- Coordinates with the placement agency for treatment needs, discharge planning and requirements.
- Serves on various committees dealing with juvenile delinquency issues, risk factors, support programs, etc.
- Maintains and develops computer skills for preparation of reports, child care fund requirements, correspondence and statistical data.
- Attends seminars and conferences to maintain professional development.
- Researches and applies for available grant options to support court services including, but not limited to: juvenile delinquency, parenting, child custody and support, drug testing, assessment tools, counseling, etc... Maintains and monitors grant funding received for compliance.

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- Assists in coordinating and supervising court ordered services to help juveniles and/or parents comply with mandated requirements such as, supervised parenting time, teaching parenting classes, teaching small groups, completing home inspections and/or home studies.
- Be flexible to working non-traditional hours to cover once a month (Saturday) to supervise and participate with juveniles assigned to the court camp program. Provide after hours and holiday drug testing of court ordered juveniles and parents. To supervise court-ordered parenting time visitations.

### **Knowledge, Skills, & Abilities:**

- Knowledge of managerial and administrative principles and practices; activity planning and organization.
- Knowledge of applicable laws such as Juvenile Code, etc.
- Exhibits a strong commitment to judicial/public service.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with court and/or county employees, elected and appointed officials, and citizens.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.

### **Minimum Qualifications:**

#### Education:

- A minimum of a Bachelor's Degree in criminal justice and/or social work.

#### Experience:

- Experience working with youth.
- Secretarial/computer skills preferred.

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## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.
- Ability to operate a motor vehicle.

## **Working Conditions:**

- Works in a comfortable office environment provided by the court/county.

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**Other Requirements (if applicable):**

- Valid Michigan driver's license and a good driving record.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Assistant Court and County Clerk

**Salary Range:** PALSS

**Department:** Circuit Court and County Clerk

**Hours:** 35 hours/week  
1,820 hours/year

**General Summary:**

Perm, Full time

To assist the County Clerk and the Circuit Court Clerk in various office duties and to serve a backup role for the county's payroll process. The employee will generally be assigned to work 3-4 days in Circuit Court and 1-2 days in the County Clerk's Office.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

#### Essential functions – County Clerk's Office:

- Acts as a back-up for the preparation and processing of payroll (which is done on a bi-weekly basis), involving all aspects of payroll.
- Maintains employee leave calendars.
- Helps with day-to-day duties in the office such as answering telephones, assisting customers at the counter with vital records requests.
- Helps the Accounts Payable Clerk and Vital Records Clerk when needed.
- Helps with certain tasks relative to Elections.
- Helps with Jury related tasks.

#### Essential Functions – Circuit Court:

- Responds to inquiries at the counter and on the telephone, provides information on court policies, procedures, court rules and statutes, interprets routine court orders and documents, explains case activity and directs people to the proper court, individual, or agency.
- Time-stamps and files all documents legally appropriate for filing with the Circuit Court.

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- Schedule hearings on motions and other matters with the proper judge and calendar these hearings on the judge's schedule. Review file for a scheduled hearing to ensure that all filed documents are included and notices have been properly sent.
- Sets and types a variety of materials such as file cards, correspondence, forms, reports, orders and opinions of the court.
- Conducts record searches and complies and releases data from records if allowed by law in response to inquiries.
- Prepares certified copies of court documents.
- Cross-trained in assisting the public and legal profession in filing paperwork in all areas of the Circuit Court and Probate Court.
- Pull files for Circuit Court – cross reference with books; pull files two (2) weeks in advance.
- Make sure all new criminal files have either Pretrial forms and/or Sentencing forms in a folder prior to the next court date.
- Receive payments, issue receipts, and posting payments to appropriate ledgers.
- Collect mail from all desk stations and bring over to post office by end of the day.
- As needed, receives and reviews legal documents to determine compliance with the court rules and requirements, which include checking for timeliness, completeness, signatures and other necessary information.
- Perform such other duties as may be prescribed by the Circuit Court Administrator/Chief Clerk.

**Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, and punctuation.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Knowledge of current court methods, procedures and practices.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.

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- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.

**Minimum Qualifications:**

Education:

- High School diploma required.

Experience:

- Some previous clerical experience required.

**Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements (climb stairs, bend, kneel, crouch) during an extended period of time.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light to moderate physical effort in sedentary and physically active work, which may involve some lifting, carrying, pushing and pulling of objects weighing up to 10 pounds. Tasks may involve extended periods of time in an office environment with a variety of office equipment.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

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- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to communicate orally and in writing with county officials, municipal officials, other county departments and the general public.

**Working Conditions:**

- Works in an office environment provided by the county/court.

**Other Requirements:**

- None

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**Section Break**

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Salary Exempt

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**Job Title:** County Clerk

**Salary Range:** PALSS

**Department:** County Clerk's Office

**Hours:** 35 hours/week  
1,820 hours/year

**General Summary:**

Perm, Full time

Serves as the elected County Clerk and is responsible for staffing and the operations of the department. Administration of all elections, qualified voter file, vital records, account payables, and payroll functions. Serves as the Clerk of the Board of Commissioners, Plat Board, Board of Canvassers, Jury Board and County Election Commission. Oversees the processing and maintenance of all records under the jurisdiction of the County Clerk and ensures compliance with all statutory requirements for recording and retaining records.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Administration of all elections, qualified voter file, vital records, accounts payables, and payroll functions. Regarding elections, serves as the Chief Election Officer for all federal, state, county, local, and school elections.
- Administers the entire operation of the jury system and actively works with the Jury Board.
- Is the registrar for Notary applications and all military records.
- Responsible for processing all concealed weapons applications.
- Serves as the Clerk of the Board of Commissioners, Plat Board, Board of Canvassers, Jury Board and County Election Commission. Prepares minutes and/or agendas.

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- Serves as the Clerk of the Circuit Court and oversees the operations of the Circuit Court Office and management of court records.
- Oversees the processing and maintenance of all records under the jurisdiction of the County Clerk and ensures compliance with all statutory requirements for recording and retaining records.
- Prepares and administers an annual budget(s).
- Performs the duties of staff during absences or times of increased workload.

**Knowledge, Skills, & Abilities:**

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, government officials, vendors, and the general public to obtain and provide information.
- Ability to read and comprehend documents including cash receipts, financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to operate a cash register and/or computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.

**Minimum Qualifications:**

Education:

- This is an elected position and there is no requirement for education. For job evaluation purposes, the recommended education requirement is at least an associate's degree in public administration or related field with coursework in management, employee relations, local government administration and similar areas.

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### Experience:

- This is an elected position and there is no requirement for work experience. For job evaluation purposes, the recommended experience requirement is at least two years of progressively responsible governmental experience.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to move books weighing up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as a cash register, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

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**Working Conditions:**

- Works in a comfortable office environment provided by the county.

**Other Requirements (if applicable):**

- None.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Exempt

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**Job Title:** Chief Deputy County Clerk

**Salary Range:** PALSS

**Department:** County Clerk's Office

**Hours:** 35 hours/week  
1,820 hours/year

**General Summary:**

Perm, Full time

Under the direction of the County Clerk, is responsible for assisting the County Clerk with administering all aspects of office operations. A primary responsibility involves the processing of all accounts payable functions, including journal entries, and general ledger distributions. Produces a variety of financial reports. Assists during various audits such as the annual county audit and worker compensation audit.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Oversees the office and serves as the Clerk of various boards and commissions during the absence of the County Clerk.
- Performs all accounts payable functions, including processing journal entries and other general ledger distributions.
- Produces financial reports.
- Manages all aspects of the jury system including working with the Jury Board.
- As needed, processes, maintains, and manages all vital records including marriage, birth, and death records; Notary applications, business filings, and military filings, voter registration, and concealed weapons applications.
- Operates the cash receipting system and balances cash reports as needed.
- May perform the duties of staff during absences or times of increased workload.

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## **Knowledge, Skills, & Abilities:**

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, government officials, vendors, and the general public to obtain and provide information.
- Ability to read and comprehend documents including cash receipts, financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to operate a cash register and/or computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.

## **Minimum Qualifications:**

### Education:

- The Chief Deputy County Clerk is appointed by the County Clerk and there is no requirement for education. For job evaluation purposes, the recommended education requirement is at least high school diploma. College-level coursework in accounting, business administration is highly preferred.

### Experience:

- The Chief Deputy County Clerk is appointed by the County Clerk and there is no requirement for work experience. For job evaluation purposes, the recommended experience requirement is at least one year of experience in an office setting, performing basic accounting tasks, and working with the public.

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### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to move books weighing up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as a cash register, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

### **Working Conditions:**

- Works in a comfortable office environment provided by the county.

### **Other Requirements (if applicable):**

- None.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Payroll-Elections Clerk

**Salary Range:** PALSS

**Department:** County Clerk's Office

**Hours:** 35 hours/week  
1,820 hours/year

**General Summary:**

Perm, Full time

Under the direction of the County Clerk, is responsible for processing, maintaining, and managing all aspects of the county's payroll system. Produces a variety of payroll reports. Assists during various audits such as the annual county audit and worker compensation audit. Programs election ballots, manages the qualified voter file. Assists with processing vital records.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Performs all payroll functions, including hours entry, gross-to-net calculations, and federal and state tax submissions.
- Produces a variety of reports such as payroll registers, 941 report, retirement, W-2s and so on.
- Processes changes to payroll records. Responds to employee inquiries regarding deductions, time accruals, etc.
- Understands personnel policies and collective bargaining agreement.
- Processes a variety of forms applicable to vital records that include marriage licenses, concealed weapons applications, voter registration, and business filings.
- Cross-trained to operate the cash receipting system and balances cash reports as needed.

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- Programs election ballots, manages the qualified voter file. Assists with processing vital records.
- May perform the duties of staff during absences or times of increased workload.

### **Knowledge, Skills, & Abilities:**

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, government officials, vendors, and the general public to obtain and provide information.
- Ability to read and comprehend documents including cash receipts, financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to operate a cash register and/or computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.

### **Minimum Qualifications:**

#### Education:

- High school diploma.
- College-level coursework in accounting is highly preferred.

#### Experience:

- At least one year of office experience. Experience with payroll or accounting functions is highly preferred.

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### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to move books weighing up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as a cash register, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

### **Working Conditions:**

- Works in a comfortable office environment provided by the county.

### **Other Requirements (if applicable):**

- None.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Vital Records – Accounts Payable Clerk

**Salary Range:** PALSS

**Department:** County Clerk's Office

**Hours:** 35 hours/week  
1,820 hours/year

**General Summary:**

Perm, Full time

Under the direction of the County Clerk, is responsible for processing, maintaining, and managing all vital records. Collects various revenues, issues receipts and balances daily activity. Assist with all aspects of accounts payable and jury system duties.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Processes, maintains, and manages all vital records including marriage, birth, and death records; Notary applications, business filings, and military filings, voter registration, and concealed weapons applications.
- Collects and balances all revenues.
- Provides front counter and telephone support when working with the public.
- Assists with preparation and payment of claims including accounts payable, journal entries, producing various reports and other supporting activities.
- Assists with the jury system by calling jury panels, sending notices, preparing documentation and handling questions related to jury duty.
- Assists with planning and conducting elections.
- Transcribes Board and committee meeting minutes.

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## **Knowledge, Skills, & Abilities:**

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, government officials, vendors, and the general public to obtain and provide information.
- Ability to read and comprehend documents including cash receipts, financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to operate a cash register and/or computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.

## **Minimum Qualifications:**

### Education:

- High school diploma.

### Experience:

- Previous office experience highly preferred.

## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to move books weighing up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as a cash register, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

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- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

**Working Conditions:**

- Works in a comfortable office environment provided by the county.

**Other Requirements (if applicable):**

- None.

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Revised: 2017

**Section Break**

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Accounting Clerk I

**Salary Range:** PALSS

**Department:** County Treasurer

**Hours:** 35 hours/week  
1,820 hours/year

**General Summary:**

Perm, Full time

Under the general direction of the County Treasurer, collects various revenues, balances collections, issues dog licenses, processes redemption certificates, posts check disbursements. Performs clerical office support including telephone, typing, filing, processing mail, preparing reports, and similar tasks. Provides front counter support by working with the public, attorneys, realtors, etc.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Collects various revenues, issues receipts, and balances revenues (i.e., delinquent taxes, dog licenses, etc.). Calculates delinquent taxes. Receives and processes department transmittals, works regularly with current tax reports. Posts check disbursements. Maintains receipts ledger and related tasks.
- Processes redemption certificates, creates and transmits redemption reports to outside contractor.
- Ensures compliance with show cause contracts.
- Provides clerical support including telephones, typing, filing, mail handling, working with the public, and similar tasks.
- Serves as deputy treasurer for certification of records.
- Assists with the preparation of various reports, plans, and policies, as needed.

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Revised: 2017

- Receives and process delinquent personal property tax from townships and maintains reports.
- Serves as deputy treasurer for certification of records.

**Knowledge, Skills, & Abilities:**

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, government officials, vendors, and the general public to obtain and provide information.
- Ability to read and comprehend documents including financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to operate a cash register and/or computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.
- Communication, phone & organizational skills.
- Knowledge of, and ability to use, accounting software.

**Minimum Qualifications:**

Education:

- High School diploma.
- Prefer 1 – 2 years of education in finance or accounting.

Experience:

- At least six months of experience working in an office environment performing accounting type functions highly preferred.

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### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to lift items weighing up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as a cash register, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

### **Working Conditions:**

- Works in a comfortable office environment provided by the county.

### **Other Requirements (if applicable):**

- None.

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Revised: 2017

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Accounting Clerk II

**Salary Range:** PALSS

**Department:** County Treasurer

**Hours:** 35 hours/week  
1,820 hours/year

**General Summary:**

Perm, Full time

Under the general direction of the County Treasurer, collects various revenues, balances collections, and issues dog licenses. Applies required changes to records related to boards of review and Michigan Tax Tribunal. Prepares short term tax bonds. Performs clerical office support including telephone, typing, filing, processing mail, preparing reports, and similar tasks. Provides supplemental front counter support by working with the public, attorneys, realtors, etc.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Collects various revenues, issues receipts, and balances revenues (i.e., delinquent taxes, dog licenses, etc.). Calculates delinquent taxes. Maintains the daily receipts ledger and related tasks. Receives and processes department transmittals, works regularly with current tax reports.
- Reconciles bank statements, calculates and disburses monthly investment earnings, periodically updates and distributes investment reports.
- Applies required changes to records related to boards of review and Michigan Tax Tribunal.
- Regularly disburses delinquent tax collections to townships and villages.
- Annually assists the County Treasurer with delinquent tax settlements with townships and villages.

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- Trains township/village treasurers as needed.
- Provides clerical support including telephones, typing, filing, mail handling, working with the public, and similar tasks.
- Serves as deputy treasurer for certification of records.
- Assists with the preparation of various reports, plans, and policies, as needed.
- Monitor bank accounts and deposits including electronic funds from various sources (i.e., State of Michigan). Disburses funds to various recipients (i.e., state, local units of government, schools, etc.) as needed in the absence of the chief deputy treasurer.

### **Knowledge, Skills, & Abilities:**

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, government officials, vendors, and the general public to obtain and provide information.
- Ability to read and comprehend documents including financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to operate a cash register and/or computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.
- Communication, phone & organizational skills.
- Knowledge of, and ability to use, accounting software.

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## **Minimum Qualifications:**

### Education:

- High School diploma.
- Prefer 1 – 2 years of education in finance or accounting.

### Experience:

- At least six months of experience working in an office environment performing accounting type functions highly preferred.

## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to lift items weighing up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as a cash register, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

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**Working Conditions:**

- Works in a comfortable office environment provided by the county.

**Other Requirements (if applicable):**

- None.

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Revised: 2017

# Oceana County

JOB DESCRIPTION Bargaining Unit:

General, Non-Union

FLSA: Exempt

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**Job Title:** Chief Deputy Treasurer

**Salary Range:** PALSS

**Department:** County Treasurer

**Hours:** 35 hours/week  
1,820 hours/year

**General Summary:**

Perm, Full time

Under the general direction of the County Treasurer, collects various revenues, balances collections, calculates delinquent taxes, and issues dog licenses. Maintains the general cash and control ledgers. Applies required changes to records related to boards of review and Michigan Tax Tribunal. Prepares daily deposits. Posts journal entries, transmittals, and prepares financial reports. Provides supplemental office and front counter support.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Oversees the office during the absence of the County Treasurer.
- Collects various revenues, issues receipts, and balances revenues (i.e., delinquent taxes, dog licenses, etc.). Calculates delinquent taxes. Maintains the daily cash and control ledgers. Receives and processes department transmittals, works regularly with current tax reports.
- Monitors bank account deposits including electronic funds from various sources (i.e., State of Michigan). Disburses funds to various recipients (i.e., state, townships, villages, schools, etc.).
- Monitors General Fund Treasurer's accounts as well as Trust and Agency court accounts.
- Escheats monies to the State of Michigan.

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- Posts journal entries, transmittals, and prepares financial reports. Includes year-end processing.
- Applies required changes to records related to boards of review and Michigan Tax Tribunal.
- Reports taxable values to the Michigan Department of Education for school funding.
- Monitors and reports on the bankruptcy status of involved property.
- Serves as the recording secretary for the Oceana County Land Bank Authority.
- Annually assists the County Treasurer with delinquent tax settlements with townships and villages.
- Provides supplemental office and front counter support.
- Serves as deputy treasurer for certification of records.
- Assists with the preparation of various reports, plans, and policies, as needed.

**Knowledge, Skills, & Abilities:**

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, government officials, vendors, and the general public to obtain and provide information.
- Ability to read and comprehend documents including financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to operate a cash register and/or computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.
- Communication, phone & organizational skills.
- Knowledge of, and ability to use, accounting software.

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Revised: 2017

## **Minimum Qualifications:**

### Education:

- The Chief Deputy Treasurer is appointed by the County Treasurer and there is no requirement for education. For job evaluation purposes, the recommended education is a high school diploma. Prefer 1 – 2 years of education in finance or accounting.

### Experience:

- The Chief Deputy Treasurer is appointed by the County Treasurer and there is no requirement for work experience. For job evaluation purposes, the recommended experience requirement is at least two years of finance, accounting, and/or government experience.

## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to lift items weighing up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as a cash register, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.

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- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

**Working Conditions:**

- Works in a comfortable office environment provided by the county.

**Other Requirements (if applicable):**

- None.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Salary Exempt

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**Job Title:** County Treasurer

**Salary Range:** PALSS

**Department:** County Treasurer

**Hours:** 35 hours/week  
1,820 hours/year

**General Summary:**

Perm, Full time

Serves as the elected County Treasurer and supervises all activities of office staff in the performance of their assigned duties. Serves as the custodian of all county funds by managing bank accounts, developing and monitoring investments, and issuing bonds. Settlement of uncollected taxes with cities, villages, and townships and manages the collection of delinquent taxes. Responsible for issuing dog licenses, certifying deeds, and a member of various boards and commissions. Performs a variety of specialized accounting functions in accordance with local, state, and federal laws.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Serves as the custodian of all county funds by managing bank accounts, developing and monitoring investments, and issuing bonds.
- Responsible for all administrative functions of the office, including supervises staff in the performance of their assigned duties.
- Complies with all local, state, and federal laws such as Michigan Investment of Surplus Funds Act (PA 20 of 1943 as amended), Michigan Uniform Budgeting and Accounting Act (PA 2 of 1968 as amended), etc.
- Oversees the distribution of delinquent taxes to all local units of government that levy a millage within the county.

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- Forecloses and sells properties at public auction in accordance with the General Property Tax Act (PA 206 of 1893 as amended).
- Calculates the chargeback of taxes necessitated by boards of review and/or Michigan Tax Tribunal.
- Issues dog licenses and collects fees under the Michigan Dog Law (PA 339 of 1919 as amended).
- Serves on various boards and commissions such as Oceana County Plat Board, Election Commission, and Chairperson of the Land Bank Authority.
- Prepares various financial reports and performs the duties and responsibilities of department staff as needed.

### **Knowledge, Skills, & Abilities:**

This is an elected position and there is no requirement for knowledge, skill and abilities. For job evaluation purposes, the following are recommended knowledge, skills, and abilities:

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, government officials, vendors, and the general public to obtain and provide information.
- Ability to read and comprehend documents including financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to operate a cash register and/or computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.
- Communication, phone & organizational skills.

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Revised: 2017

- Knowledge of, and ability to use, accounting software.

### **Minimum Qualifications:**

#### Education:

- This is an elected position and there is no requirement for education. For job evaluation purposes, the recommended education requirement is at least a high school diploma with some college coursework in finance, accounting, or government.

#### Experience:

- This is an elected position and there is no requirement for work experience. For job evaluation purposes, the recommended experience requirement is at least two years of progressively responsible governmental experience.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to lift items weighing up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as a cash register, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.

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- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

**Working Conditions:**

- Works in a comfortable office environment provided by the county.

**Other Requirements (if applicable):**

- None.

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**Section Break**

**Section Break**

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Maintenance Supervisor

**Salary Range:** PALSS

**Department:** Courthouse and Grounds (Maintenance)

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Under the general direction of the County Administrator, oversees the daily operations of the maintenance department. Performs a variety of preventative maintenance and repair activities on county buildings and/or coordinates such activities with qualified independent contractors. Develops capital improvement budgets/plans and recommends specific improvements.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Manages the daily operations of the maintenance department and supervises staff. Routinely inspects and performs regular maintenance for county buildings.
- Assists the County Administrator in establishing capital improvement goals, plans, and budgets. Develops and monitors the department's annual operating budget.
- Develops, reviews and evaluates proposals for maintenance and related services. Consults and advises county departments and agencies in developing budget requests and proposals.
- Maintains inventory of maintenance and custodial products.

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Revised: 2017

- Performs grounds keeping services for all county buildings including maintenance of parking lots.
- Must be available 24/7 for emergencies including delegating coverage to maintenance staff.

### **Knowledge, Skills, & Abilities:**

- Knowledge of managerial principles and practices and the safe use of equipment and products.
- Project planning, scheduling, and budgeting. Ability to monitor budgets.
- Ability to understand and implement state and county policies impacting the maintenance department (i.e., MI-OSHA, purchasing/bid).
- Exhibits a strong commitment to public service.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with county employees, elected and appointed officials, and the general public.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.

### **Minimum Qualifications:**

#### Education:

- A high school diploma or equivalent. A working knowledge of preventive maintenance principles and practices related to basic building maintenance, electrical, plumbing and mechanical practices.

#### Experience:

- At least one year of experience as a supervisor or team leader with hands on experience performing maintenance services.

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Revised: 2017

## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. Capable of lifting up to 100 pounds.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.
- Ability to operate a motor vehicle and grounds keeping equipment.

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**Working Conditions:**

- Works in a comfortable office environment provided by the county, adverse weather conditions, and secure facilities (i.e., jail) warranting greater awareness of ones surroundings.

**Other Requirements (if applicable):**

- Valid Michigan driver's license and a good driving record.

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Revised: 2017

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Maintenance Worker / Custodian

**Salary Range:** PALSS

**Department:** Courthouse and Grounds (Maintenance)

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Under the general direction of the Maintenance Supervisor and/or County Administrator, performs a variety of preventative maintenance and repair activities on county buildings, custodial tasks, and grounds keeping.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Perform daily maintenance and custodial services, monitor custodial services provided contractors.
- Assists the Maintenance Supervisor in establishing capital improvement goals, plans, and budgets.
- Maintains inventory of maintenance and custodial products.
- Performs grounds keeping services for all county buildings.
- Must be available for emergencies and during the scheduled/unscheduled absence of the Maintenance Supervisor.

**Knowledge, Skills, & Abilities:**

- Knowledge of maintenance and custodial principles and practices and the safe use of equipment and various products.

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- Ability to work independent of others.
- Ability to understand and implement state and county policies impacting the maintenance department (i.e., MI-OSHA, purchasing/bid).
- Exhibits a strong commitment to public service.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with county employees, elected and appointed officials, and the general public.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines; develop and follow daily work plans.

### **Minimum Qualifications:**

#### Education:

- A high school diploma or equivalent. A working knowledge of preventive maintenance principles and practices related to basic building maintenance. Electrical, plumbing and mechanical practices highly desirable.

#### Experience:

- At least one year of experience performing maintenance and custodial services highly desirable.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. Capable of lifting up to 100 pounds.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

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Revised: 2017

- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.
- Ability to operate a motor vehicle and grounds keeping equipment.

**Working Conditions:**

- Works in a comfortable office environment provided by the county, adverse weather conditions, and secure facilities (i.e., jail) warranting greater awareness of ones surroundings.

**Other Requirements (if applicable):**

- Valid Michigan driver's license and a good driving record.

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Revised: 2017

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Custodian

**Salary Range:** PALSS

**Department:** Courthouse and Grounds (Maintenance)

**Hours:** 25 hours/week  
1,300 hours/year

**General Summary:**

Perm, Part time

Under the general direction of the Maintenance Supervisor and/or County Administrator, performs a variety of custodial tasks in county buildings and assists with grounds keeping as needed.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Perform general custodial services such as cleaning with various cleaning products, sweep and mop, vacuum, trash removal, and related tasks.
- Collect and manage the removal of recyclable and non-recyclable material from hallways and other areas.
- Report any problems with cleaning tasks or building related matters to the maintenance supervisor or other county staff as needed. Complete task check lists as required.
- Identifies when custodial products need to be ordered and inform the maintenance supervisor or other county staff as needed.
- Flexible working hours may be required during times of emergencies, bad weather, or other unique situations.

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Revised: 2017

## **Knowledge, Skills, & Abilities:**

- Knowledge of custodial principles and practices and the safe use of products.
- Ability to work independent of others as well as a member of a team.
- Ability to understand and implement state and county policies impacting the maintenance department (i.e., MI-OSHA, MSDS, purchasing/bid).
- Exhibits a strong commitment to public service.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with county employees, elected and appointed officials, and the general public.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines; develop and follow daily work plans.

## **Minimum Qualifications:**

### Education:

- A high school diploma or equivalent.

### Experience:

- At least six months of experience performing custodial services preferred, but not required.

## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying.
- [If applicable] Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as [equipment or] rapid keyboard use.

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- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as task lists, reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.
- Ability to operate a motor vehicle and grounds keeping equipment.

**Working Conditions:**

- Works in comfortable building environments provided by the county and possible adverse weather conditions as the seasons change.

**Other Requirements (if applicable):**

- Valid Michigan driver's license and a good driving record.

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Revised: 2017

**Section Break**

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Exempt

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**Job Title:** Court Administrator/Magistrate

**Salary Range:** PALSS

**Department:** District Court

**Hours:** 35 hours/week  
1,820 hours/year

**General Summary:**

Perm, Full time

Under the supervision of the District Court Judge is responsible for the effective management and administration of District Court programs, operations, and services. Develops and administers court budgets, goals and objectives, policies, and procedures. Performs judicial functions as prescribed by statute which includes issuing search and arrest warrants, conducts arraignments, sets bonds, and so on. Services as an on-call magistrate for multiple counties for the issuance of warrants and setting bonds. Supervises employees of the court.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Effectively manages and administers court program, operations, and services.
- Develops and administers court budgets, goals and objectives, policies, and procedures.
- Performs judicial functions of a magistrate which includes issuing search and arrest warrants, conducts arraignments, sets bonds, imposes sanctions, holds hearings, and mediates small claims.
- On-call for multiple counties for the issuance of warrants and setting bonds.
- Ensures court operations fully comply with established policies, regulations, and standards such as those found with the Michigan Code of Conduct for Trial Court employees; Michigan Code of Judicial Conduct, and others.
- Supervises employees of the court.
- Serves as a liaison between the court and county administration, other courts, and various agencies and departments.

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**Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, and punctuation for court transcripts.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Ability to maintain strict confidentiality of closed proceedings or other matters which may be highly sensitive and/or in which information is non-public record.
- Knowledge of court procedures, including recordings filing and retention systems.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Knowledge of current court methods, procedures and practices. Ability to comprehend and apply statutes and court rules.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to work independent of others, adaptable and detail oriented, decisive and have a strong work ethic.
- Knowledge of The State Trial Judge's Book, Michigan Trial Court Case File Management Standards, and other relevant resources.

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## **Preferred/Minimum Qualifications:**

### Education:

- Bachelor's degree in public administration, criminal justice, legal studies, liberal or business administration; or equivalent combination of an Associate's Degree and highly related work experience.

### Experience:

- Five to seven years of administrative work experience in a court or related agency; at least four years of supervisory experience.
- Experience with JIS, LEIN, SOS or related databases is highly preferred.

## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to lift up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.

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- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

**Working Conditions:**

- Works in a comfortable office and courtroom environment provided by the court/county.
- Maintains a reasonable and civil decorum in the day to day contact with fellow employees and the general public.
- Has exposure to difficult person(s) including those who may have been charged or convicted of various criminal offenses.

**Other Requirements (if applicable):**

- Must pass a criminal history background check.
- Certified as a Notary public within (6) months of hire if not already certified.
- Must pass the Certified Electronic Operator (CEO) exam and acquire LEIN certification within (6) months of hire if not already certified.
- In-county residency required.

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Chief Clerk and Deputy Magistrate

**Salary Range:** PALSS

**Department:** District Court

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Under the supervision of the District Court Judge, and at the direction of the Magistrate/Court Administrator, manages case flow, recordkeeping and cashiering processes specific to the general civil division according to Michigan Court Rules, Michigan State Court Administrator Office and Michigan Compiled Laws. Supports the traffic and criminal division. Conducts electronic court reporting for the Magistrate. Interprets for Spanish speaking patrons for both the court and other county departments, as needed. Assumes selected essential functions in the absence of the Magistrate/Court Administrator, Court Reporter, and Traffic Administrator. Performs additional tasks designated and approved by Magistrate/Court Administrator.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

Essential Functions - Civil:

Cases involved in the general civil division are general civil, small claims, landlord/tenant, land contract forfeiture, claim/delivery and abandoned vehicle matters.

- Screens, enters and maintains recordkeeping throughout the life cycle of a case. Progresses from case initiation, retention, storage, retrieval, protection, preservation, post-judgment to final disposition
- Schedules and maintains Judge's civil docket and Magistrate's small claims cases
- Cashiers payments consistent to civil filing fee schedule

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### Essential Functions – Criminal and Traffic:

Cases involved in the traffic division are traffic violations, civil infractions, ordinance violations, DNR citations and 90 days or less misdemeanors. Cases involved in the criminal division are 93 days or higher misdemeanors and felony matters.

- Accepts payments and determine necessary steps needed to close case which may include bench warrant cancellations, fines and costs adjustments, and driver license suspension clearances
- Verifies incoming bond and logs into designated Excel spreadsheet

### Other Functions:

- Interprets for Spanish speaking patrons as needed. Assisting other county departments as needed.
- Maintains understanding of Magistrate/Court Administrator, Court Reporter and Traffic essential duties to perform duties in their absence.

### **Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, and punctuation for court transcripts.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Ability to maintain strict confidentiality of closed proceedings or other matters which may be highly sensitive and/or in which information is non-public record.
- Knowledge of court procedures, including recordings filing and retention systems.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Knowledge of current court methods, procedures and practices. Ability to comprehend and apply statutes and court rules.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.

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- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to work independent of others, adaptable and detail oriented, decisive and have a strong work ethic.
- Knowledge of The State Trial Judge's Book, Michigan Trial Court Case File Management Standards, and other relevant resources.

**Preferred/Minimum Qualifications:**

Education:

- Associate's Degree in legal studies, liberal arts or Business Administration.

Experience:

- Prefer two years of legal field experience.
- Experience with JIS, LEIN, SOS or related databases is highly preferred.

**Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to lift up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.

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- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

**Working Conditions:**

- Works in a comfortable office and courtroom environment provided by the court/county.
- Maintains a reasonable and civil decorum in the day to day contact with fellow employees and the general public.
- Has exposure to difficult person(s) including those who may have been charged or convicted of various criminal offenses.

**Other Requirements (if applicable):**

- Must pass a criminal history background check with no criminal convictions.
- Certified as a Notary public within (6) months of hire if not already certified.
- Must pass the Certified Electronic Operator (CEO) exam and acquire LEIN certification within (6) months of hire if not already certified.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Traffic Administrator

**Salary Range:** PALSS

**Department:** District Court

**Hours:** 40 hours/week  
2,080 hours/year

Perm, Full time

### **General Summary:**

Under the direction of the Court Administrator, the Traffic Administrator screens, enters, prepares and monitors all traffic citations and lower criminal cases in the Magistrate's Court. Maintains current knowledge of traffic and criminal processes in accordance with SCAO (State Court Administrative Office) and SOS (Secretary of State) standards. Performs a variety of tasks that require a detailed understanding of departmental operations and standards, and also executes good independent judgment and decision making in certain instances. Provides courteous and professional counter service, which includes the intake and basic screening of various legal documents, provides case specific information which requires a clear understanding of the proper dissemination of the information requested and can answer general non-legal questions. Also receives and receipts payments and bonds and provides telephone assistance on court matters to attorneys, law enforcement and the general public. Oversees all other District Court employees when those employees are involved in the intake and processing of cases in the Magistrate's Court.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- At the direction of the Magistrate/Court Administrator, the Traffic Administrator is responsible for the screening and accurate entry of both manual and electronic traffic citations that are issued by various police agencies located within Oceana County and maintains the JIS (Judicial Information Services) traffic database to keep it current for fines and costs, as well as changes in state statutes and local ordinances.

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- Oversees all processes of traffic citations that include the data entry of citations, accurate entry of dispositions rendered by self admittance, the Magistrate, Judge or by default. Prepares criminal citations for arraignments before the Magistrate by running a driving record of the defendant. Also schedules informal or formal hearings as requested and schedules show cause hearings if a person is non-compliant. Prepares warrants for the Judge on cases that are non-compliant.
- Develops and maintains record retention systems for citations, sentence orders, warrants and warrant removals according to SCAO standards in the Magistrate's Court.
- Directs, assists and reviews all District Court convictions prior to being abstracted to the Secretary of State and may issue, correct, delete or amend abstracts posted to the driving record or terminate license suspensions if necessary or applicable.
- Directs and assists the sending of various default and license suspension notices to defendants.
- Directs and assists in case flow management by opening/closing various cases by scheduling, adjourning, receiving payment or entering disposition and other information into JIS and maintains accurate and up to date Register of Actions.
- Forwards all hunting or fishing license revocations to Department of Natural Resources for compliance with sentence orders issued by the Magistrate.
- Once disposition in certain criminal cases is rendered, enters judgments into LEIN (Law Enforcement Information Network) on that defendant's criminal history in the Magistrate's Court.
- Responsible for the monitoring the compliance with payment plans, judgments, citations and MIP deferments in Magistrate's Court and prepares show cause notices for defendants that have failed to comply and issues warrants as necessary.
- Coordinates calendars with 911, Oceana County Sheriff and other police agencies to make sure necessary cases are placed on the correct court dockets.
- Directs and assists in all criminal background checks and prepares certified court records of convictions for other courts, Immigration and Customs Enforcement, FBI, law enforcement and the general public.
- Directs and assists in the balancing of Court accounts that are collected for fines, court costs and bonds and prepares and disburses the daily bank deposit.
- Verifies the accuracy of the weekly and monthly transmittals with the Magistrate.
- Prepares and maintains the accounts payable in District Court and prepares invoices for submission to the Clerk's office.

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- Screens and processes various forms of payment for citations and court costs to ensure that the proper cases are credited. Balances those payments at the end of each business day.
- Assists the Probation Officer in preparing and distributing substance abuse requests that are ordered by the Judge.
- Summons, maintains and assists the jury pool. Is the main contact for any questions or requests of excusal from potential jurors. Also includes the preparation and distribution of jury lists for attorneys, security and the prosecution before trials.
- Oversees and manages the bond account which includes the intake, disbursement, and maintenance of the account and may include bond forfeitures after proper SCAO procedure has been completed.
- Under the supervision of the Magistrate, oversees, prepares and disperses the proper documentation to collect on all NSF checks that are issued to the District Court.
- Directs and assists in the preparation of various correspondence, notices, orders and other legal documents including marriage license preparation. Also performs a variety of support tasks such as certifying court records and the filing of tickets and other related documents.
- Serves as a backup for court recording in the Magistrate's Court.
- Maintains and furthers education by attending job related seminars that are offered by the Michigan State Police, SOS or SCAO as they become available.
- Performs the essential functions of the Chief Clerk and Court Recorder and acts in such capacity in their absence.
- Locates and differentiates between public & non-public files.
- Delivers appropriate documents and files to the correct persons or agencies.
- Assists other Courts or agencies as directed by the District Court Administrator.

**Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, and punctuation for court transcripts.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Ability to maintain strict confidentiality of closed proceedings or other matters which may be highly sensitive and/or in which information is non-public record.

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- Knowledge of court procedures, including recordings filing and retention systems.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Knowledge of current court methods, procedures and practices. Ability to comprehend and apply statutes and court rules.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to work independent of others, adaptable and detail oriented, decisive and have a strong work ethic.
- Knowledge of The State Trial Judge's Book, Michigan Trial Court Case File Management Standards, and other relevant resources.

### **Preferred/Minimum Qualifications:**

#### Education:

- Associates degree or greater; or its equivalent in work experience.
- Advanced coursework in paralegal studies or related subject matter highly preferred.
- Qualify and maintain certificate for the Certified Electronic Operator (CEO) exam.

#### Experience:

- Minimum of one year experience in a court or law office.
- Experience with JIS, LEIN, SOS or related databases is highly preferred.

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## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to lift up to 40 lbs.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

## **Working Conditions:**

- Works in a comfortable office environment provided by the court/county.
- Maintains a reasonable and civil decorum in the day to day contact with fellow employees and the general public.
- Has exposure to difficult person(s) including those who may have been charged or convicted of various criminal offenses.

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**Other Requirements (if applicable):**

- Ability to type 40 wpm and be able to numerically and alphabetically file documents.
- Must pass a criminal history background check.
- Certified as a Notary Public within (6) months of hire if not already certified.
- Must acquire LEIN certification within (6) months of hire if not already certified.

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Court Reporter

**Salary Range:** PALSS

**Department:** District Court

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Under the direction of the District Court Judge and/or Court Administrator/Magistrate, responsible for preparation and preservation of records of Court proceedings and other hearings as set forth in MCR 8.108. Electronically records proceedings and prepares timely, verbatim, and permanent transcripts as required in accordance with Michigan Court Rules, Court Reporter Manual, and applicable Michigan statutes. Monitors recording throughout proceedings and logs exhibits, significant occurrences, names of speakers, and so forth as necessary to facilitate later review or accurate transcription. Prepares and binds requested transcript copies and related invoices. Ensures proper logging, tracking, and storage of tapes, transcripts, exhibits and so forth. Conducts preparations prior to proceedings, and correctly advises Judge/Magistrate of available dates for scheduling further proceedings. Conducts other Court business as directed by the District Court Judge or Court Administrator/Magistrate.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

*Furthermore, the following duties and responsibilities are all essential job functions as defined by the Americans with Disabilities Act of 1990 except for those relying on the word "may."*

- Sets up recording equipment in Courtroom or for various hearings in other locations. Configures microphone settings and audibly tests output to ensure proper recording.
- Records Court proceedings and assigned hearings, which includes monitoring delayed feedback through headset, noting significant occurrences on log sheet

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with tape index count and time, marking and logging exhibits, and maintaining running log for playback. Uses index to rewind tape to appropriate points in response to Judge's request for playback.

- Type's transcripts of proceedings using computer word processing from tape recordings as ordered by Court, attorneys, media, or individuals; or as required for appeals. Carefully proofreads transcripts and compares unclear passages with tape recordings. Ensures transcripts are completed by mandated deadlines, and in accordance with established standards for accuracy, proper punctuation and spelling, intelligibility and objectivity.
- Operates computer printer to print original of transcript, and prints additional copies as necessary. Collates and binds transcripts, and prepares requisite certificates, notices and affidavits. Calculates cost of transcription, and prepares invoices for requesting parties accordingly.
- Responsible for tracking, maintaining, and storing all exhibits admitted into evidence.
- Prior to scheduled Court proceedings, completes necessary preparations which includes determining presence of all involved parties, explaining advice-of-rights forms and presenting for signature, and ensuring appropriate files are on hand and available dates for further proceedings are current and accurate.
- During proceedings, advises Judge of available dates and records ordered dates for preliminary examinations, pretrial's, motions and so forth.
- Schedules dates, hearings and other pertinent information and processes files in a timely fashion of case documents and files, sending appropriate notices to all parties involved.
- Conducts case law or cite searches using law library or computer databases, and electronically prints results as requested by Judges/Magistrates.
- Responds to inquiries from various citizens and provides information or refers to appropriate individuals for further assistance. Provides information concerning location and scheduled time for various proceedings.
- Performs variety of related transcription and office duties including photocopying, storing log sheets, labeling and storing tapes, ordering necessary supplies and forms, maintaining and forwarding Court e-mail, inspecting and maintaining recorder, shipping recorders for service, and so forth.

- Performs all other duties and assignments as requested that are job related or necessary to execute Court functions and services and support achievement of established goals and objectives.
- Type correspondence, opinions, orders, and other legal documents for the District Court Judge.
- Prepares correspondence for the District Court Judge & Court Administrator and provides other secretarial/administrative support.
- Performs court recording for Magistrate Court.

**Other Duties and Responsibilities:**

- Provides counter and telephone assistance to Attorneys, Law Enforcement and the general public regarding fines and costs due, court procedures, schedules and specific case information.
- Reviews and processes payments for criminal cases and court costs.
- Opens criminal case files, including the assigning of case numbers. Checking and posting bonds to appropriate case files, and obtaining criminal records as necessary.
- Enters case file information, adjournments, dispositions, judgments and other information into the computer system. Operates the terminals to prepare notices, abstracts of conviction and other documents.
- Sends notices and suspends driver's licenses and/or vehicle immobilization as ordered by the District Court Judge.
- Reviews court files to determine readiness for Hearings, Arraignments and Dismissals along with other court proceedings.
- Send Forfeiture of bond notices to defendant or bonding agency.
- Responsible for Warrants, Bench Warrants, and records of Warrant removal.
- Develops and maintains efficient data entry and records filing pertaining to criminal files as directed by S.C.A.O. and S.O.S. standards.
- Maintains Mail Log and daily entries, logs all checks, money orders, monies and documents received by mail and distributes those mails accordingly.
- Directs, assists, develops and maintains schedules for Motions, Pre-trial Conferences, Hearings, Arraignments and other matters brought before the Court.

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- Obtains the background of persons awaiting sentencing on district court convictions. Includes reviewing criminal history and substance abuse evaluations.
- Acts as court bailiff at the direction of the District Court Judge.
- Prepares case files, checks completeness, prepares L.E.I.N. and S.O.S. reports for sentencing, pretrials, and jury trials.
- Review case files for bond conditions entered into L.E.I.N. and verify recall after sentencing.
- Responsible for collection on all criminal cases - scheduling show cause Defendants for unpaid court fines and costs to ensure compliance with order by the Court.
- Review and verify electronic judgment entry by the Court.
- Print weekly calendars and distribute to appropriate employees/departments.
- Prepare weekly reports and files for news media of arraignments, sentencing, and dismissals.
- Send notices to appropriate parties (Defendant's, Attorney's, and Prosecutor's office) for upcoming scheduled hearings.
- Shredding of confidential documents such as police reports, L.E.I.N. and S.O.S., and substance abuse evaluations.
- Available, knowledgeable, and trained in all other job duties/positions in District Court to fill in for co-workers while on vacation or during sick time.

**Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, and punctuation for court transcripts.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Ability to type transcripts from analog or digital recordings at a high rate of speed (i.e., 60 wpm+) with an impeccable level of accuracy.
- Ability to maintain strict confidentiality of closed proceedings or other matters which may be highly sensitive and/or in which information is non-public record.
- Knowledge of court procedures, including recordings filing and retention systems.

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- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Knowledge of current court methods, procedures and practices. Ability to comprehend and apply statutes and court rules.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to work independent of others, adaptable and detail oriented, decisive and have a strong work ethic.
- Knowledge of The State Trial Judge's Book, Michigan Trial Court Case File Management Standards, and other relevant resources as they relate to the Court Reporter.

### **Preferred/Minimum Qualifications:**

#### Education:

- Associates degree or greater with an emphasis on criminal justice, English or language arts highly preferred; or its equivalent in work experience.
- Qualify and maintain certificate for the CER/SR certification exam by the Michigan Supreme Court under MCR 8.108.

#### Experience:

- Minimum of one year experience in a court or law office and/or related experience necessary in order to effectively transcribe proceedings and supporting recordkeeping functions.
- Experience with JIS, LEIN, SOS or related databases is highly preferred.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to lift up to 20 lbs.

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- Ability to perform duties during prolonged periods of sitting.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to effectively hear auditory responses from various sources including analog and digital recording devices.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

### **Working Conditions:**

- Works in a comfortable office and courtroom environment provided by the court/county. May be required to work long hours.
- Maintains a reasonable and civil decorum in the day to day contact with fellow employees and the general public.
- Has exposure to difficult person(s) including those who may have been charged or convicted of various criminal offenses.

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**Other Requirements (if applicable):**

- The court reporter must be impartial, patient, dignified, and courteous and should conform personal conduct to high ethical, professional and personal standards. The reporter or recorder should be a respected citizen of good moral character and complete trustworthiness.
- When working in the capacity of an official Court Reporter, the reporter is an officer of the court and part of the court staff. He or she is subject to the same high standards of conduct above reproach, fidelity, and diligence that apply to the judge.
- Ability to type 60 wpm+ and be able to numerically and alphabetically file documents.
- Certified as a Notary Public within (6) months of hire if not already certified.
- Must acquire LEIN certification within (6) months of hire if not already certified.

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Adult Probation Officer

**Salary Range:** PALSS

**Department:** District Court

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Under the direction of the District Court Administrator, coordinates and participates in the activities of a department responsible for supervising probationers, sentenced individuals and those under sentence and probation. Ensures that all conditions of sentence and probations are met. Oversees and conducts investigations, and makes reports to assist the Judge in sentencing. Makes recommendations to the Judge and Magistrate, as requested, on those failing to comply with sentence or probation. May conduct alcohol/drug screenings with certification. Makes referrals to various programs and resource agencies to assist probationers and sentenced individuals with drug, alcohol, batterers intervention, anger management and other related programs. Maintains regular office hours, and conducts probation office accordingly.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Coordinates community service work placements.
- Analyzes and prepares recommendations on program needs. Reviews current court cases and statutes which impact departmental procedures.
- Assists staff on the more difficult or complex assignments.
- Assists with the administrative functions of the probation program, such as overseeing the preparation of activity reports, preparing preliminary budget requests, and related functions. Assists in planning and developing new programs related to district court probation and monitors the progress of such programs.

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- Investigates the background of persons awaiting sentencing on district court convictions. Includes reviewing criminal history, employment, and other pertinent records, and interviewing client, family, employers, and others. Analyzes information gathered on a client, makes a judgment concerning the probability of future criminal behavior, and recommends rehabilitative treatment. Prepares pre-sentence reports which include a recommendation on the most proper court action.
- Conducts intake procedures with new probationers, includes explaining the order of probation and court policies and procedures, discussing the goals of the probation period, scheduling report days and appointments, and processing necessary records. Collects information to help identify possible problem areas during probation and to identify weaknesses to be addressed and strengths to build on.
- Supervises persons placed on probation by the district court and monitors and assesses compliance with terms of probation, which may include counseling, payments, restitution, community service, and other requirements. Informs area schools and works with officials if appropriate.
- Conducts mandatory alcohol/drug screenings and assessments, includes administering tests, interpreting results, conducting personal interviews, investigating impact of alcohol on individual's home life and employment, and making recommendations regarding appropriate treatment and follow-up.
- Refers clients to specific court programs or other community programs designed to assist those with drug, alcohol, or emotional problems and maintains regular contact with such agencies to discuss the progress of the probationer. Researches and signs agreements with agencies to provide assessments and counseling as needed.
- Conducts investigations to determine the appropriate amount of restitution, includes reviewing victim impact statements, reviewing insurance availability, and determining out-of-pocket costs.
- Appears in court for sentencing to testify on cases regarding prior record check or restitution investigation.
- Oversees and ensures the collection of fines, costs, and restitution from probationers.
- Provides probationers with guidance and counsel on personal, financial, and other problems and attempts to assist in alleviating problems which led to criminal acts.
- Assists clients in securing employment, entering school, securing training to improve work skills, and other rehabilitative measures.
- Initiates and follows through with probation violation and show cause proceedings; includes determining if order has been violated, securing

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documentation, preparing subpoenas, testifying in court as required, and making dispositional recommendations to the Judge. Prepares bench warrants for non-compliance as appropriate.

- Assists incarcerated probationers and works with police agencies in emergency situations involving probationers. Responds to crisis calls from probationers, families, and victims, and attempts to resolve the situation.
- Responsible for maintaining and updating probation records including individual probationer files. Compiles statistics and submits reports to various departments and agencies as requested.
- In domestic violence cases, interviews victims, reviews police reports and researches criminal records. Assists defendant in obtaining personal items and clothing as needed.
- Reviews and verifies requests for incarcerated individuals for temporary release for medical and other appointments. Verifies work release arrangements. Reviews files with the Jail Administrator for early release candidates when necessary.
- Researches and provides criminal histories for other jurisdictions.
- Transports probationers to appointments when no other alternative is available.
- Directs and assists bench warrant maintenance for probationers.
- Directs and assists maintenance of security for confidential files and information pertaining to probation office.
- Acts as court bailiff at the direction of the District Court Judge.
- Prepares case files, checks completeness, prepares L.E.I.N. and S.O.S. reports for sentencing.
- Performs other duties as required.

### **Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, and punctuation for court transcripts.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Ability to maintain strict confidentiality of closed proceedings or other matters which may be highly sensitive and/or in which information is non-public record.
- Knowledge of court procedures, including recordings filing and retention systems.

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- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Knowledge of current court methods, procedures and practices. Ability to comprehend and apply statutes and court rules.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to work independent of others, adaptable and detail oriented, decisive and have a strong work ethic.
- Ability to meet required deadlines.

### **Preferred/Minimum Qualifications:**

#### Education:

- Bachelor's degree in criminal justice, psychology, counseling, or closely related area.

#### Experience:

- Three years of experience equivalent to the position of District Court Probation Officer.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

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- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

### **Working Conditions:**

- Works in a comfortable office and courtroom environment provided by the court/county. Occasional outside work may be performed (i.e., house calls) in varying weather conditions.
- Maintains a reasonable and civil decorum in the day to day contact with fellow employees and the general public.
- Has exposure to difficult person(s) including those who may have been charged or convicted of various criminal offenses.

### **Other Requirements (if applicable):**

- Certified by the State of Michigan to conduct alcohol assessments within six months of employment if so directed by the District Court Administrator.
- Must pass a criminal history background check with no criminal convictions or charges.
- Valid Michigan driver's license and a good driving record.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Deputy Clerk

**Salary Range:** PALSS

**Department:** District Court

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Under the direction of the Court Administrator/Magistrate, performs a variety of complex clerical tasks throughout the life cycle of cases in this court. Performs duties and assignments as requested to execute Court functions and services and support achievement of established goals and objectives. Provides information and assistance to law enforcement officers, attorneys, defendants, and Court patrons. Deputy Clerks will be trained in cases in the civil, criminal, traffic, probation, or other divisions/areas of the Court as assigned.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Trains in cases in the civil, criminal, traffic, probation, and other divisions/areas of the Court as assigned.
- Screens, enters and maintains recordkeeping throughout the life cycle of a case. Progresses from case initiation, retention, storage, retrieval, protection, preservation, post-judgment to final disposition.
- Documents case activity and other pertinent case information on Court documents and in JIS; maintains case histories.
- Operates a computer to enter, update, correct, and access case information; and to produce computer-generated and Word document forms from both the office and courtroom.
- Reviews cases to maintain active collections.
- Schedules Court proceedings and issues notices to the appropriate parties.
- Generates and recalls Bench Warrants.

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Revised: 2025

- Clears and confirms license suspensions as needed.
- Adds and removes fines and costs accurately as directed.
- Answers the telephone and direct Court patrons to the appropriate person for assistance.
- Picks up, delivers, processes, and distributes mail and Court paperwork, affixing a date stamp to all incoming paperwork.
- Logs and maintains incoming bonds and payments into Excel
- Cashiers incoming payments and bonds.
- Provides information to attorneys, law enforcement officers, defendants, Court patrons, and agencies about Court policies and procedures, case status, scheduling of Court proceedings in general.
- Sets up recording equipment in courtroom and Magistrate's office. Configures microphone settings and audibly tests output to ensure proper recording.
- Records Court proceedings and assigned hearings in accordance with Michigan Court Reporters' Manual.
- Responsible for tacking, maintaining, and storing all exhibits admitted into evidence.
- Performs a variety of duties including but not limited to faxing, filing, copying, scanning, and emailing to process cases and notify attorneys, law enforcement officers, defendants, Court patrons, and agencies.
- Attend training and seminars as requested.

**Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, and punctuation for court transcripts.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Ability to maintain strict confidentiality of closed proceedings or other matters which may be highly sensitive and/or in which information is non-public record.
- Knowledge of court procedures, including recordings filing and retention systems.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Knowledge of current court methods, procedures and practices. Ability to comprehend and apply statutes and court rules.

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- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to work independent of others, adaptable and detail oriented, decisive and have a strong work ethic.
- Knowledge of The State Trial Judge's Book, Michigan Trial Court Case File Management Standards, and other relevant resources.

**Preferred/Minimum Qualifications:**

Education:

- Associates degree or greater; or its equivalent in work experience.
- Advanced coursework in paralegal studies or related subject matter highly preferred.
- Qualify and maintain certificate for the Certified Electronic Operator (CEO) exam.

Preferred Experience:

- Minimum of one year experience in a court or law office.
- Experience in an office setting.
- Experience with JIS, SOS or related databases are highly preferred.

**Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to lift up to 40 lbs.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.

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- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

### **Working Conditions:**

- Works in a comfortable office environment provided by the court/county.
- Maintains a reasonable and civil decorum in the day to day contact with fellow employees and the general public.
- Has exposure to difficult person(s) including those who may have been charged or convicted of various criminal offenses.

### **Other Requirements (if applicable):**

- Ability to type 40 wpm and be able to numerically and alphabetically file documents.
- Must pass a criminal history background check.
- Certified as a Notary Public within (6) months of hire if not already certified.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Salary Exempt

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**Job Title:** Drain Commissioner

**Salary Class:** PALSS

**Department:** Drain Office

**Hours:** Per statute  
Perm, Full time

### General Summary

The Drain Commissioner is a Constitutionally-elected official responsible for implementation of the Drain Code, Public Act 40 of 1956.

### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Duties and responsibilities may be added, deleted, or modified at any time.

- Responsible for the annual review of the proposed office budget and makes recommendations regarding funding and shortfalls. Approve work orders, accounts payable vouchers, journal entries, permits and other legal documents as necessary.
- Performs on-site drain inspections as required to respond to storm-water runoff emergencies.
- Receives and responds to requests for information, assistance and complaints with respect to flood control and water quality management issues from individual property owners, developers, engineers, municipalities, state and federal agencies, community groups and other interested parties.
- Updates Policies and standard operating procedures to reflect changes in legislative mandates, administrative rules and regulations and other factors affecting flood control and water quality management. Keeps abreast of laws and new legislation pertaining to the Drain Commission (Michigan Drain Code, Act 40 of 1956), Soil Erosion Control (Part 91 of PA 451), Board of Public Works (PA 185), lake boards (Part 309 of PA 451), lake levels (Part 209 of PA 451), Shorelands Protection and Management (Part 323 of PA 451), Sand Dunes Protection and Management (Part 353 of PA 451) and various other parts specific to PA 451 of 1994, Natural Resources and Environmental Protection Act (NREPA). Follows County Subdivision Drainage Rules and Storm water Design Criteria.

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Revised: 2017

- May prepare legal documents related to County drains, lake levels and Lake Improvement Boards, including but not limited to Release of Right of Ways, property easements, contracts with maintenance vendors and landowners agreements. May Schedule public hearings, publishes notices, and maintains legal files. Ensures that all meetings, legal proceedings and documentation meet the requirements of the Michigan Drain Code and other applicable statutes and law.
- Reviews the establishment of amortization schedules on multiple year assessments. Responds to inquiries from banks, mortgage companies, title insurance companies and individuals about drain assessments on parcels.
- Oversees the application process for Soil Erosion Permits. Assists applicants with more complex inquiries, calculates fees, issues, permits and inspects soil erosion permit sites to ensure compliance. Determine if a permit extension is necessary or if revisions are warranted. Issues violation notices and Cease and Desist Orders.
- Oversees the accounting functions for all drainage districts, lake levels, lake boards, soil erosion and other accounts related to the Drain Commission office, including debt projects. Maintains separate accounts and charges the proper accounts for maintenance work, equipment usage, supplies, etc. Works with the Treasurer's Office and the County Administration Office to ensure proper transfer, adjustment and recording of funds. Balances all accounts on a monthly basis.
- Review assessment rolls for drains, lake levels and lake boards following the spread of assessments. Ensures property descriptions of all land in the district are included. For existing districts, reviews property records for changes in ownership since last assessment and ensures that the proper amounts are assessed. Processes data to determine benefit factor, benefit percent and dollars to be assessed. Copies and distributes assessment rolls to County Clerk, Equalization Department and respective townships for inclusion on tax rolls. Invoices the Michigan Department of Transportation, Michigan Department of Natural Resources, County and municipalities for drain assessments at large.
- Attend various meetings such as, but not limited to the Board of Commissioner meetings, Department Head Meetings, Michigan Association of County Drain Commissioners (MACDC) meetings, Northwest District Drain Commission meetings, Board of Determination for drain projects, Hearings of Apportionment for lake boards, bid openings, preconstruction meetings for road projects and the Parks and Recreation Commission meetings. May appoint Deputy Drain Commissioner to fill in at any time.
- Provide employee reviews annually and submit to the County Administrator.

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### **Knowledge, Skills, & Abilities:**

- Constitutionally-elected official. The following list is intended to identify some common physical and mental abilities generally performed by this elected official.
- Must be able to effectively communicate with small and large audiences of varied socio/economic backgrounds and working relationships.
- Must accurately record, report, and deliver information, meet deadlines and maintain confidentiality of restricted information.
- Must be able to write reports, summaries, memorandums, letters, and notes.
- Must be proficient in Microsoft Office.
- Work cooperatively with County employees, component units, and local units of government.
- Work independently within established procedures and policies.
- Demonstrate strong leadership skills.
- Ability to organize and manage multiple priorities.
- Make decisions in accordance with laws, regulations, and established policies.
- Work under pressure to meet deadlines.
- Work safely without presenting a direct threat to self or others.
- Maintain professional composure during stressful situations occurring as a result of workloads, deadlines, and challenging individuals.
- Maintain drain files, soil erosion files, and all other files within the office.
- Demonstrate good interpersonal skills to relate well to persons at all levels of mental competency.

### **Minimum Qualifications:**

#### Education:

- This is an elected position and there is no requirement for education. For job evaluation purposes, the recommended education requirement is at least an associate's degree in public administration or related field with coursework in management, employee relations, local government administration and similar areas.

#### Experience:

- This is an elected position and there is no requirement for work experience. For job evaluation purposes, the recommended experience requirement is at least two years of progressively responsible governmental experience.

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**Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Constitutionally-elected official. The following list is intended to identify some common physical and mental abilities generally performed by this elected official.
- Travel to outdoor drain sites, some with treacherous terrain.
- Walks over uneven terrain.
- Walking on slippery surfaces.
- Ability to climb stairs on a regular basis.
- Ability to kneel, crouch, and crawl in order to perform inspections.
- Ability to reach, push, and pull in order to open and close large valves.
- Ability to walk for prolonged periods of time.
- Must have strength, stamina and physical coordination needed to gain access to drain sites.

**Working Conditions:**

- Works in a comfortable office environment provided by the county; occasionally works outdoors in possible inclement weather.

**Other Requirements (if applicable):**

- Valid Michigan driver's license and a good driving record.
- Attain and maintain a current Notary Certification.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Chief Deputy Drain Commissioner

**Salary Class:** PALSS

**Department:** Drain Office

**Hours:** 35 hours/week  
1,820 hours/year  
Perm, Full time

### General Summary

Under the direction of the Drain Commissioner, manages the daily operations of the Drain Commission Office, oversees and participates in all aspects of drain maintenance activities which includes various tasks to set up drainage projects and apportion the costs among affected property owners. Establishes amortization schedules. Answers questions from the public concerning drainage districts and assessment procedures. Maintains the accounting and financial records for the drain office. Assists developers, residents and others on issues related to County drains, lake levels and lake boards. Oversees the Soil erosion permit and inspection process. Represents the Drain Commissioner in that official's absence. Typical work week is 7 hours a day; 35 hours per week.

### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Duties and responsibilities may be added, deleted, or modified at any time.

1. Represents the Drain Commissioner in that Officials absence pursuant to the provisions of Sec. 280.24 of the Michigan Compiled Laws. As Chief Deputy Drain Commissioner, approves work orders, accounts payable vouchers, journal entries, permits and other legal documents as necessary.
2. In conjunction with the Drain Commissioner, responsible for the annual review of the proposed office budget and makes recommendations regarding funding and shortfalls. Monitors the office budget throughout the year and makes arrangements for line item transfer requests.
3. Performs on-site drain inspections as required to respond to storm-water runoff emergencies.

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Revised: September 2016

4. Receives and responds to requests for information, assistance, and complaints with respect to flood control and water quality management issues from individual property owners, developers, engineers, municipalities, state and federal agencies, community groups and other interested parties.
5. Updates Policies and standard operating procedures to reflect changes in legislative mandates, administrative rules and regulations and other factors affecting flood control and water quality management. Keeps abreast of laws and new legislation pertaining to the Drain Commission (Michigan Drain Code, Act 40 of 1956), Soil Erosion Control (Part 91 of PA 451), Board of Public Works (PA 185), lake boards (Part 309 of PA 451), lake levels (Part 209 of PA 451), Shorelands Protection and Management (Part 323 of PA 451), Sand Dunes Protection and Management (Part 353 of PA 451), and various other parts specific to PA 451 of 1994, Natural Resources and Environmental Protection Act (NREPA).
6. Prepares legal documents related to County drains, lake levels, and Lake Improvement Boards, including but not limited to Release of Right of Ways, property easements, contracts with maintenance vendors and landowner agreements. Schedules public hearings, publishes notices, and maintains legal files. Ensures that all meetings, legal proceedings and documentation meet the requirements of the Michigan Drain Code and other applicable statutes and laws.
7. Establishes amortization schedules on multiple year assessments. Responds to inquiries from banks, mortgage companies, title insurance companies, and individuals about drain assessments on parcels.
8. Oversees the application process for Soil Erosion Permits. Assists applicants with more complex inquiries, calculates fees, issues, permits and inspects soil erosion permit sites to ensure compliance. Determine if a permit extension is necessary or if revisions are warranted. Issues violation notices and Cease and Desist Orders.
9. Responsible for utilizing and accurately entering vital information into various computer programs including, but not limited to, drain assessing and drain ledger software.

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10. Responsible for the accounting functions for all drainage districts, lake levels, lake boards, soil erosion, and other accounts related to the Drain Commission office, including debt projects. Maintains separate accounts and charges the proper accounts for maintenance work, equipment usage, supplies, etc. Works with the Treasurer's Office and the County Administration Office to ensure proper transfer, adjustment and recording of funds. Balances all accounts on a monthly basis.
11. Responsible for the preparation of assessment rolls for drains, lake levels, and lake boards following the spread of assessments by the Drain Commissioner. Ensures property descriptions of all land in the district are included. For existing districts, reviews property records for changes in ownership since last assessment and ensures that the proper amounts are assessed. Processes data to determine benefit factor, benefit percent, and dollars to be assessed. Copies and distributes assessment rolls to County Clerk, Equalization Department and respective townships for inclusion on tax rolls. Invoices the Michigan Department of Transportation, Michigan Department of Natural Resources, County, and municipalities for drain assessments at large.
12. At the discretion of the Drain Commissioner, may attend various meetings such as, but not limited to the Board of Commissioner meetings, Department Head Meetings, Michigan Association of County Drain Commissioners (MACDC) meetings, Northwest District Drain Commission meetings, Board of Determination for drain projects, Hearings of Apportionment for lake boards, bid openings, preconstruction meetings for road projects, and the Parks and Recreation Commission meetings.
13. Performs other functions and responsibilities as directed by the Drain Commissioner.

### **Required Minimum Qualifications**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

**Education:** Bachelor's Degree or equivalent with coursework in office administration, accounting, civil engineering, or related field.

**Experience:** Preferred three or more years of progressive responsibility and familiarity with the drain code and financial and accounting systems similar to that of the drain office.

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### **Other requirements:**

Must attain or maintain a current Notary Certification

Ability to obtain state certifications from the Michigan Department of Environmental Quality for soil erosion and sedimentation control and Stormwater management within 6 months of employment.

Valid State of Michigan Driver's license is required.

Must be proficient in Microsoft Office.

Work cooperatively with County employees, component units, and local units of government.

Work independently within established procedures and policies

Demonstrate strong leadership skills

Ability to organize and manage multiple priorities

Make decisions in accordance with laws, regulations, and established policies

Work under pressure to meet deadlines

Work safely without presenting a direct threat to self or others

Maintain professional composure during stressful situations occurring as a result of workloads, deadlines, and challenging individuals.

Maintain drain files, soil erosion files, and all other files within the office

Demonstrate good interpersonal skills to relate well to persons at all levels of mental competency

### **Physical Requirements and Work Environment**

The physical demands and work environment 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 job.

Much of this work will be indoors in an office setting with a controlled climate; occasionally works outdoors in possible inclement weather

Travel to outdoor drain sites, some with treacherous terrain

Walks over uneven terrain

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Walking on slippery surfaces

Ability to climb stairs on a regular basis

Ability to kneel, crouch, and crawl in order to perform inspections

Ability to reach, push, and pull in order to open and close large valves

Ability to walk for prolonged periods of time

Must have strength, stamina and physical coordination needed to gain access to drain sites

### **Language Ability and Interpersonal Communication**

Must be able to effectively communicate with small and large audiences of varied socio/economic backgrounds and working relationships.

Must accurately record, report, and deliver information, meet deadlines and maintain confidentiality of restricted information

Must be able to write reports, summaries, memorandums, letters, and notes

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Assistant to the Deputy Drain Commissioner      **Salary Class:** PALSS

**Department:** Drain Office      **Hours:** As needed  
Variable, Part time

### General Summary

Under the direction of the Drain Commissioner and/or Chief Deputy Drain Commissioner, provides clerical support within the Drain Commission Office. Duties Include answering the phone, accepting Soil Erosion and Sedimentation Control Permits and answering questions related to the same, filing, assisting the public, submission of bills, time sheets and transmittals.

### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Duties and responsibilities may be added, deleted, or modified at any time.

- Provide clerical support as directed by the Drain Commissioner and/or Chief Deputy Drain Commissioner.
- Answer telephone and assist public. Take messages and relay them to the appropriate personnel.
- Respond to requests for information.
- Update filing system and assist in the document scanning program.
- Provide written receipt for any monies received into the office. Log monies received in the mail log and stamp with the "For Deposit Only" stamp. Place in deposit bag. Present transmittal to the Treasurer's office at end of week in the absence of the Drain Commissioner and/or Chief Deputy Drain Commissioner. Supply a copy of the transmittal to the County Administrator's Office.
- Submit authorized bill payments to the Accounts Payable Clerk.
- Submit signed and authorized time sheets to Payroll Clerk.
- Assist the Deputy Drain Commissioner and Drain Commissioner by entering inspection field notes into a database or other automated systems. Attach supporting documents to

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digital records (i.e., photos, scanned reports). Generate inspection report to file and mail to homeowners, contractors, or other agents.

- Take meeting minutes as needed from the Inter-County Drainage Board meetings, Parks and Recreation Committee meetings, or any other meeting requiring minutes to be taken. Generate meeting minutes and distribute to appropriate members.
- Process credit card transactions.

### **Knowledge, Skills, and Abilities:**

- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of various agencies.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals, co-workers, and public in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence.
- Ability to accurately file documents and records as needed.

### **Minimum Qualifications**

#### Education:

- High school diploma.

#### Experience:

- At least three months of clerical experience preferred.

### **Physical Requirements and Work Environment**

- Requires physical movements (walk, climb stairs, bend, kneel, crouch) during an extended period of time.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.

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- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light to moderate physical effort in sedentary and physically active work, which may involve some lifting, carrying, pushing and pulling of objects weighing up to 10 pounds. Tasks may involve extended periods of time in an office environment with a variety of office equipment.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to communicate orally and in writing with county officials, municipal officials, other county departments and the general public.

**Working Conditions:**

- Works in an office environment provided by the county.

**Other requirements:**

- None.

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**Section Break**

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Emergency Manager

**Salary Range:** PALSS

**Department:** Emergency Management Department

**Hours:** 35 hours/week  
1,820 hours/year

**General Summary:**

Perm, Full time

The Emergency Manager shall be responsible for the administration, planning, coordination and operation of all emergency management activities in the county. The Coordinator shall maintain liaison with local governmental jurisdictions, county, regional, state and federal authorities so as to insure the most effective emergency operations. The Emergency Management Coordinator is an at-will employee and reports directly to the County Administrator/Fiscal Officer.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Maintain the Oceana County Emergency Operations Plan, which shall be consistent with the Federal Response Framework, the Michigan Emergency Management Act 390, the Michigan Emergency Management Plan, and the Regional Response Coordination Framework for Michigan's Six District Homeland Security plan. Coordinate with participating agencies to continually maintain the Plan.
- Administer and comply with requirements of emergency management grants and programs to include the Emergency Management Program Grant (EMPG), Homeland Security Grant Program (HSGP), and Hazardous Material Emergency Preparedness (HMEP) grant program.

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- Under the direction of the County Board of Commissioners' Chairperson, oversee the implementation of all functions necessary during an emergency or disaster in accordance with the Oceana County Emergency Operations Plan.
- Collaborates with a variety of committees to coordinate the utilization of Homeland Security grants for training, equipment, and enhanced response capabilities.
- Coordinate County emergency management activities with municipalities located within the County as well as those adjacent, regional and state jurisdictions.
- Develop and maintain working relationships with county emergency response organizations, county departments, and similar entities to facilitate coordination and cooperation in emergency situations.
- Serve as the appointed EMS representative on the Mason-Oceana 911 Board, serve as the county's EMS liaison as assigned.
- Work with schools, hospitals, medical care facilities and other organizations to maintain and exercise emergency procedures and response plans.
- Identify mitigation opportunities within the County and encourage departments and local jurisdictions to develop mitigation measures.
- Coordinate the recruitment and training of volunteer personnel and agencies to augment the personnel and facilities of the County for emergency purposes.
- Coordinate the activity and/or work with all other public and private agencies engaged in any emergency or disaster relief programs.
- Oversees activities of the emergency management program to ensure compliance with applicable eligibility requirements for state and federal aid.
- Conduct practice drills and exercises to insure the efficient operation of the County's emergency organization and familiarize residents of the County with emergency regulations, procedures and operations.
- Through public information programs, educate the population as to actions necessary and required for the protection of persons and property in the event of a disaster.
- Assist in the development of mutual aid agreements as needed.
- Coordinates special events or programs as needed.
- Chairs the Local Emergency Planning Committee (LEPC). Coordinate the preparation of farm and industrial plans designed to inform the public and emergency responders of chemical hazards located at individual sites in the County.
- Responsible for the development and maintenance of the County's Emergency Operations Center, from which emergency operations are coordinated with the on-scene Incident Commander.

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- Responsible to the Michigan State Police Emergency Management and Homeland Security Division to provide timely and accurate information in the event of a local emergency or disaster declaration. In conjunction with the state emergency management officials, requests regional, state and federal assistance that may be required to cope with an emergency situation.
- Performs administrative functions such as developing annual budget proposal for review by the County Administrator, administering the approved program budget, monitoring expenditures, administering grants including ensuring that related reports and financial documentations are in compliance with existing regulations. Prepare and file reports related to compliance matters.
- Regularly attends and participates in professional development courses and training programs to maintain the PEM certification.
- Attend meeting, conferences, and workshops related to emergency management, and develop working relationships with other emergency management stakeholders.
- Maintain knowledge of current developments in the area of emergency management.
- Conducts other duties and special projects as requested by County Administrator, Board of Commissioners as well as State and Federal agencies.

### **Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of generally accepted accounting and bookkeeping principles.
- Specialized knowledge of theory and practices related to emergency management and preparedness
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of basic supervisory and employee management principles.
- Knowledge of applicable employee rights, protections and avenues of appeal.

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- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees.
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments.
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes.
- Skill in anticipating potential personnel issues and taking appropriate action.
- Ability to understand managerial policies and prioritize the needs of the unit.
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County.
- Skill in researching and resolving problems in order to ensure compliance.
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to facilitate meetings effectively and efficiently.
- Ability to plan, implement and evaluate strategic emergency management plans.
- Ability to accurately organize and maintain paper documents and electronic files.
- Ability to maintain the confidentiality of information and professional boundaries.
- Ability to use County resources effectively and efficiently.

### **Minimum Qualifications:**

#### Education:

- Associates Degree of Applied Science, or equivalent, with specific coursework in emergency management, criminal justice, fire science, or related field.

#### Experience:

- Five years of experience in the emergency management field providing familiarity with emergency management program development, emergency preparedness,

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mitigation, response and recovery planning concepts and dealing with governmental entities.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements (climb stairs, bend, kneel, crouch) and the ability to traverse various types of terrain to inspect disaster areas during an extended period of time.
- Requires the ability to operate two-way radio and other communications equipment.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light to moderate physical effort in sedentary and physically active work, which may involve some lifting, carrying, pushing and pulling of objects weighing up to 50 pounds. Tasks may involve extended periods of time at an emergency scene or in an office environment with a variety of office equipment.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.

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- Requires the ability to utilize a variety of advisory data and information such as plans and maps, including computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with county officials, municipal officials, police, fire, and EMS officials at local, state, and federal levels, other county departments and the general public.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

**Working Conditions:**

- Works in an office environment with exposure to adverse environmental conditions in preparation for or during a disaster that may include debris, dirt, dust, pollen, odors, wetness, noise, toxic agents.
- Works outside in varying weather conditions.
- Exposure to the risk of various types of disaster conditions.
- Subject to work related calls after normal business hours.
- On-call status 24/7 for emergencies.

**Other Requirements (if applicable):**

- Hold current certificate as a Professional Emergency Manager (PEM) by the Michigan Department of State Police, Emergency Management / Homeland Security Division.
- Valid Michigan driver's license and a good driving record.

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**Section Break**

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Exempt

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**Job Title:** Equalization Director

*(as of August 2016, independent contractor)*

**Salary Range:** PALSS

**Department:** Equalization Department

**Hours:** 35 hours/week

1,820 hours/year

**General Summary:**

Perm, Full time

Under the direction of the County Administrator the director oversees all aspects of the Equalization Department. The director relies on extensive experience and judgment to plan and accomplish statutory and strategic goals, develops policies, procedures and objectives in accordance with the Michigan State Constitution and the Michigan State Tax Commission Rules and Guidelines.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Meet state, county, and local requirements for all aspects of assessment, equalization, and taxation of real and personal property.
- Direct staff and engage in the overall process of equalization and apportionment.
- Approve final preliminary ratios and final ratios for county equalization.
- Recommend county equalization factors for all property classes in all municipalities.
- Recommend staffing, budget development, and all other administrative functions within the department.
- Oversee the calculated Headlee Millage Reduction Fractions for all tax authorities.
- Provide settlement recommendations for property tax appeals when needed.
- Submit petitions to the State Tax Commission involving increasing or decreasing assessments and taxable values.

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- Develop proper internal systems and internal controls for administration of all equalization and GIS related functions.
- Meet with state, county and regional officials to develop tax/revenue policy affecting local and county revenues.
- Direct activities of the land records section of equalization and GIS functions.
- Assist other county divisions and departments in the performance of their duties.
- Direct staff in performance of duties.
- Other duties as required by this position or as assigned by the County Administrator.

**Knowledge, Skills, & Abilities:**

- Knowledge of assessing practices, appraisal and assessment of both real and personal property.
- In-depth knowledge of mass appraisal techniques, understanding laws regarding assessment and taxation of property and the tax appeal process, including Michigan State Tax Commission Rules and Guidelines.
- Proficiency in English grammar, spelling, punctuation, and moderate mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of basic geometry and basic statistics.
- Knowledge of current laws, methods, procedures and practices of real and personal property appraisal as outlined in the Michigan Assessors Manual.
- Knowledge of county mapping system and land values throughout the county.
- Knowledge of location of official county records of deeds, mortgages, and covenants.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.

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- Ability to communicate orally with individuals such as co-workers, taxpayers, taxpayer agents, government officials and attorneys in order to obtain and provide information.
- Ability to read and comprehend maps, records, deeds, financial reports and other correspondence.
- Ability to accurately file documents and records as needed.
- Ability to operate field mapping and appraisal equipment.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.

### **Minimum Qualifications:**

#### Education:

- A bachelor's degree in public administration or related field of study. A combination of education and experience may be considered in lieu of a bachelor's degree.
- Possess and maintain the required level of State of Michigan assessor certification, Michigan Advanced Assessing Officer (formerly known as Level III Assessing Officer), or Michigan Master Assessing Officer (formerly known as Level IV Assessing Officer).

#### Experience:

- Five years of experience in assessment administration, including experience as an assessor and experience in equalization.
- Extensive experience with BS&A tax assessing software.
- Experience with ArcGIS software highly desirable.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements (climb stairs, bend, kneel, crouch) and the ability to traverse various types of terrain or field work during an extended period of time.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

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- Tasks involve the ability to exert light to moderate physical effort in sedentary and physically active work, which may involve some lifting, carrying, pushing and pulling of objects weighing up to 10 pounds. Tasks may involve extended periods of time in an office environment with a variety of office equipment.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as plans and maps, including computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with county officials, municipal officials, other county departments and the general public.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

**Working Conditions:**

- Works in an office environment.
- As necessary, works outside in varying weather conditions during field work.

**Other Requirements (if applicable):**

- Valid Michigan driver's license and a good driving record.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Michigan Certified Assessor Technician

**Salary Range:** PALSS

**Department:** Equalization Department

**Hours:** 35 hours/week  
1,820 hours/year

Perm, Full time

**General Summary:**

Under the direction of the Equalization Director and/or County Administrator, responsible for primary deed verification and entry into the equalization database. Responsible for identifying valid sales for use in the county's annual studies. Interaction and coordination with the local assessors to exchange data on a routine schedule, as well as working with the public.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Provides scanned copies and recorded deeds to Township officials.
- Receive and record changes to records from Township officials.
- Assigns new house numbers and makes 911 Address Signs.
- Assists with inquiries regarding land parcels, deed information and addresses.
- Calculates office revenues, completes revenue report and submits to Treasurer.
- Sends billing statements for department services.
- Maintains office supplies.
- Verify deeds for good sales used in the creation of Real Property Statements.
- Map & update deed information to Tax Database.
- Print and Mail Real Property Statements.

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## **Knowledge, Skills, & Abilities:**

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.
- Knowledge of basic geometry and basic statistics.
- Knowledge of county mapping system and land values throughout the county
- Knowledge of location of official county records of deeds, mortgages, and covenants.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, taxpayers, taxpayer agents, government officials and attorneys in order to obtain and provide information.
- Ability to read and comprehend maps, records, deeds, financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with taxpayers and coworkers.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.

## **Minimum Qualifications:**

### Education:

- Two years of college level courses (Associate Degree preferred) in business administration, accounting, taxation, law, property valuation or related fields or an equivalent combination of education and experience.
- Must complete within a specified period of time the Michigan Certified Assessors Technician Training.

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### Experience:

- Prefer a minimum of 1 – 2 years of work experience; experience with BS&A tax assessing software and experience with ArcGIS software are highly desirable.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds. Tasks may involve extended periods of time at a keyboard or workstation.
- An occasional need may arise for field work, requiring the strength, stamina, and physical coordination needed to walk over uneven terrain, climb stairs, bend, kneel, and crouch.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as deeds, receipts, plat books, maps, tax files, directories, computer software operating manuals, procedures, guidelines and non-routine correspondence.

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- Requires the ability to communicate orally and in writing with customers, county officials, municipal officials, appraisers, Real Estate Brokers, title companies, other county departments and the general public.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

**Working Conditions:**

- Generally, work is regularly performed in comfortable office surroundings, provided by the county, without exposure to adverse environmental conditions.

**Other Requirements (if applicable):**

- None.

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Revised: 2017

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Michigan Certified Assessing Officer II

**Salary Range:** PALSS

**Department:** Equalization Department

**Hours:** 35 hours/week  
1,820 hours/year

**General Summary:**

Perm, Full time

Under the direction of the Equalization Director and/or County Administrator the position requires the selection process for identifying valid sales and identifying the parcels for the annual appraisal studies. The preparation of the Commercial/Industrial or the Agricultural appraisal studies for county equalization. Based on personnel, a combination of all classes of property may be necessary. Provide exchange of information between the county and local assessors.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Complete annual selection of properties to be appraised.
- Perform on site appraisal of Commercial/Industrial and/or Agricultural Properties.
- Measure and document all buildings and improvements for each parcel.
- Input and/or update BSA system with appraisal data, photos, sketches, and validate sales.
- Assist with maintaining County Mapping (Paper and Electronic GIS)
- Prepare County ECF and Land Tables for Commercial & Industrial Classes.
- Prepare preliminary L-4015a Commercial/Industrial and/or Agricultural for local units.

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- Complete all required/assigned appraisals in the Commercial/Industrial class with at least 600 as the required target.
- Complete all required/assigned Agricultural appraisals with 300 as the target; and all required/assigned Residential Appraisals with 100 as the target for ECF calculation.
- Complete all essential job functions listed by November 15<sup>th</sup> annually.
- Collect and enter a sample of personal property statements from each local unit.
- Review and discuss studies with State Tax Commission staff.
- Answer telephone inquiries regarding department activities and functions.
- Assist the public with information regarding parcels, descriptions, PRE, and other.
- Assist co-workers with appraisal duties concerning other classes.
- Assist with the printing of assessment notices, tax bills, and personal property statements as needed.
- Review Sale, ECF, and Appraisal Studies with Assessors and/or Supervisors as requested.
- Assist with the training of co-workers in the use of BS&A, APEX, and other software as needed.
- Attend continuing education courses necessary to maintain certification.
- Assist with the audit of the L-4021 reports from local units.
- Other duties as may be assigned.

### **Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.

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- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed to compile construction cost data, measure buildings, calculate property record cards; calculate land and building areas, market values, assessed values and taxes.
- Knowledge of basic geometry and basic statistics.
- Knowledge of current laws, methods, procedures and practices of real property appraisal as outlined in the Michigan Assessors Manual.
- Knowledge of county mapping system and land values throughout the county.
- Knowledge of building construction cost.
- Knowledge of location of official county records of deeds, mortgages, and covenants.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, taxpayers, taxpayer agents, government officials and attorneys in order to obtain and provide information.
- Ability to read and comprehend maps, records, deeds, financial reports and other correspondence.
- Ability to accurately file documents and records as needed.
- Ability to operate field mapping and appraisal equipment.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.

### **Minimum Qualifications:**

#### Education:

- Two years of college level courses (Associate Degree preferred) in business administration, accounting, taxation, law, property valuation or related fields plus successful completion of the Michigan Certified Assessing Officer MCAO II.

#### Experience:

- Three (3) years of real property appraisal experience or an equivalent combination of education and experience. Experience with BS&A tax assessing software and experience with ArcGIS software are highly desirable.

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## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements (climb stairs, bend, kneel, crouch) and the ability to traverse various types of terrain or field work during an extended period of time.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light to moderate physical effort in sedentary and physically active work, which may involve some lifting, carrying, pushing and pulling of objects weighing up to 10 pounds. Tasks may involve extended periods of time in an office environment with a variety of office equipment.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as plans and maps, including computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing with county officials, municipal officials, other county departments and the general public.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.

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- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

**Working Conditions:**

- Works in an office environment.
- Works outside in varying weather conditions during field work.

**Other Requirements (if applicable):**

- Valid Michigan driver's license and a good driving record.

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**Section Break**

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Hourly Exempt

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**Job Title:** Friend of the Court

**Salary Range:** PALSS

**Department:** Circuit Court

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Under the general direction of the Presiding Family Court Judge, directs the staff responsible for the enforcement of Circuit Court orders as they pertain to minor children. Responsible for planning, personnel, financial management and all other administrative functions of the office.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the Presiding Family Court Judge. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Manages all FOC operations. Ensures prompt and accurate collecting, recording and disbursing of support payments and statutory fees, oversees the investigation of custody, parenting time and support issues. Directs the enforcement of custody and parenting time, child support and related provisions of court orders.
- Responsible for the personnel management functions of the office, includes, but not limited to making employment recommendations, training, assigning work, evaluating performance evaluations and handling the employee relations and functions of the office.
- Coordinates operations with the Court, county and state officials to ensure that all policies regulations, orders and statutes pertaining to child support, custody and parenting time are complied with.

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- Responsible for the implementation and maintenance of an accounting system for all the collection and processing of support payments. Coordinates the development and modification of accounting procedures.
- Oversees and coordinates mediation, conciliation and related programs for child custody, parenting time, and all other such pre and post judgment disputes.
- Advises and counsels staff on the more complex and difficult issues regarding operations and specific case issues.
- Ensures evaluation of the level of child support upon written request of a client or as required by federal regulations to determine if modification is warranted. Conducts 3 year child support reviews, child support investigations and child support review hearings.
- Prepares consent orders where agreement is reached regarding child support, medical support, custody and parenting time.
- Prepares the budget and monitors budget execution and ensures compliance with budgetary limitations.
- Ensures parties and attorneys are informed of the duties and resources of the office of Friend of the Court, including mediation conciliation enforcement and the client grievance procedure. Prepares and provides and FOC handbook as required by statute.
- Coordinates with the State of Michigan, Department of Information Technology, and supervises the implementation of IT systems within the office.
- Develops policies and procedures which guide all FOC operations.
- Responsible for compliance with grant requirements (if any) and federal and state reporting requirements. Oversees the cooperative reimbursement budget and administers the incentive program to generate revenue for the general fund.
- Responsible for the FOC grievance procedure, investigates and decides grievance matters and maintains necessary records. Meets with clients on particularly troublesome or difficult issues. Handles high profile cases.
- Appears before the Court when it is required to present testimony and/ or recommendations on custody, parenting time, non-support cases, as well as support modification and medical cases and parenting time enforcement cases.
- Researches and analyzes statutes, court decisions and other regulations to determine the impact on court operations and procedures.

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## **Knowledge, Skills, & Abilities:**

- Knowledge of managerial and administrative principles and practices; planning and organization, basic to intermediate accounting.
- Exhibits a strong commitment to judicial/public service.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with court and county personnel.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.

## **Preferred Qualifications:**

### Education:

- Bachelor's degree or equivalent in business administration, management or the behavioral sciences with management coursework. Prefer graduate casework in management, public administration or related areas and/or law degree.

### Experience:

- Five years of experience, with at least three years of supervisory/managerial experience, alternative dispute resolution/mediation, familiarity with information management, personnel management, accounting and/or other areas of administration, preferably in the office of the Friend of the Court.

## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying.

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- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.
- Ability to operate a motor vehicle.

**Working Conditions:**

- Works in a comfortable office environment provided by the county/court.

**Other Requirements (if applicable):**

- Valid Michigan driver's license and a good driving record.

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- Coordinates the process of locating parent(s), including utilizing the parent locator service, conducting investigations, and assisting with reciprocal enforcement of support for other court jurisdictions in other States.
- Conducts informal hearings with clients and/or attorneys to attempt to resolve disputes concerning compliance with child support court orders. Negotiates agreements for the voluntary payment of support.
- Conducts conciliation conferences with parents to resolve issues of custody, parenting time, and child support.
- Assists in resolving custody disputes at the direction and discretion of the Friend of the Court.
- Serves as a representative of the Friend of the Court during court proceedings relating to child support enforcement matters. Provides the court with payment history and related information, presents recommendations to the court on issues related to child support.
- Drafts court orders that reflect voluntary settlements, or the directives of the court that are a result of hearing.
- Educates Friend of the Court case members as to the child support enforcement process, Provides information as to the services provided by the office of the Friend of the Court as required by law, court rules, and/or other administrative policies and procedures.
- Responds to inquiries or complaints of parties, attorneys, or others involving support provisions and other enforcement procedures and activity. Conducts interview with concerned parties and determines appropriate follow-up action.
- Meets with clients requesting a formal review of their child support account, includes reviewing account adjustments, reviewing payment history and obtaining additional information as necessary to complete the review.
- Conducts home inspections to determine if the home is appropriate for parenting time.
- Maintains statistics related to enforcement and collection activities.

Other Functions:

- Serves at the discretion of the Chief Judge, Circuit Judge, and/or Presiding Judge of the Family Division of Circuit Court; and upon direction of said Judges may serve as needed to perform the functions of the Friend of the Court Director in his/her absence.

**Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, punctuation, business writing such as letters, memoranda, reports, and forms.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data. May include database, spreadsheet, and word processing software.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Ability to maintain strict confidentiality of closed proceedings or other matters which may be highly sensitive and/or in which information is non-public record.
- Knowledge of court procedures and practices, including recordings, filing and retention systems. Ability to comprehend and apply statutes and court rules as needed.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to work independent of others, adaptable and detail oriented, decisive and have a strong work ethic.

**Preferred/Minimum Qualifications:**Education:

- Bachelor's degree. Prefer course work in areas of behavioral sciences, communications, legal studies and/or criminal justice.

Experience:

- Prefer one year of experience in a court setting with client contact and case management responsibilities. Prefer experience in a Friend of the Court office providing domestic relations and/or support services.
- Experience with MiCSES, JIS, LEIN, SOS or related databases is highly preferred.

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## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to lift up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

## **Working Conditions:**

- Works in a comfortable office and courtroom environment provided by the court/county.
- Maintains a reasonable and civil decorum in the day to day contact with fellow employees and the general public.

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- Has exposure to difficult person(s) including those who may have been charged or convicted of various criminal offenses.

**Other Requirements (if applicable):**

- Must pass a pre-employment criminal history background investigation.
- Must have a valid Michigan driver's license.

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Senior Enforcement Officer

**Salary Range:** PALSS

**Department:** Friend of the Court

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Under the supervision of the Friend of the Court, monitors and enforces compliance with court orders primarily relating to child support issues, and bench warrants. Coordinates enforcement efforts and activities with law enforcement agencies. Conducts pre-hearing interviews with clients and/or attorneys on delinquent child support accounts. Attends sessions of the court relating to child support enforcement matters as a representative of the Friend of the Court. Responds to complaints regarding child support issues.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Generates lists for enforcement notices by reviewing delinquency lists, researching case files, and reviewing requests by support recipients for enforcement on delinquent payers. Initiates enforcement activity that may include sending letters to individuals who are delinquent in making payments to request an office appearance to review records and discuss consequences of payment delinquency, initiating orders to show cause, initiating driver's license suspension, and initiating court action including bench warrants.
- Monitors and ensures the accuracy of all outstanding warrants. Updates information on the location of an individual and contacts law enforcement agencies for assistance and coordination in making arrests or to collect and verify information. Coordinates arrest of delinquent payers and assist other agencies in executing warrants. Works with Sheriff's Department to ensure they are aware of arrest activity.

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- Coordinates the process of locating parent(s), including utilizing the parent locator service, conducting investigations, and assisting with reciprocal enforcement of support for other court jurisdictions in other States.
- Conducts informal hearings with clients and/or attorneys to attempt to resolve disputes concerning compliance with child support court orders. Negotiates agreements for the voluntary payment of support.
- Conducts conciliation conferences with parents to resolve issues of custody, parenting time, and child support.
- Assists in resolving custody disputes at the direction and discretion of the Friend of the Court.
- Serves as a representative of the Friend of the Court during court proceedings relating to child support enforcement matters. Provides the court with payment history and related information, presents recommendations to the court on issues related to child support.
- Drafts court orders that reflect voluntary settlements, or the directives of the court that are a result of hearing.
- Educates Friend of the Court case members as to the child support enforcement process, Provides information as to the services provided by the office of the Friend of the Court as required by law, court rules, and/or other administrative policies and procedures.
- Responds to inquiries or complaints of parties, attorneys, or others involving support provisions and other enforcement procedures and activity. Conducts interview with concerned parties and determines appropriate follow-up action.
- Meets with clients requesting a formal review of their child support account, includes reviewing account adjustments, reviewing payment history and obtaining additional information as necessary to complete the review.
- Conducts home inspections to determine if the home is appropriate for parenting time.
- Maintains statistics related to enforcement and collection activities.

Other Functions:

- Serves at the discretion of the Chief Judge, Circuit Judge, and/or Presiding Judge of the Family Division of Circuit Court; and upon direction of said Judges may serve as needed to perform the functions of the Friend of the Court Director in his/her absence.

**Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, punctuation, business writing such as letters, memoranda, reports, and forms.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data. May include database, spreadsheet, and word processing software.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Ability to maintain strict confidentiality of closed proceedings or other matters which may be highly sensitive and/or in which information is non-public record.
- Knowledge of court procedures and practices, including recordings, filing and retention systems. Ability to comprehend and apply statutes and court rules as needed.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to work independent of others, adaptable and detail oriented, decisive and have a strong work ethic.

**Preferred/Minimum Qualifications:****Education:**

- Bachelor's degree. Prefer course work in areas of behavioral sciences, communications, legal studies and/or criminal justice.

**Experience:**

- Prefer one year of experience in a court setting with client contact and case management responsibilities. Prefer experience in a Friend of the Court office providing domestic relations and/or support services.
- Experience with MiCSES, JIS, LEIN, SOS or related databases is highly preferred.

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## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to lift up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

## **Working Conditions:**

- Works in a comfortable office and courtroom environment provided by the court/county.
- Maintains a reasonable and civil decorum in the day to day contact with fellow employees and the general public.

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- Has exposure to difficult person(s) including those who may have been charged or convicted of various criminal offenses.

**Other Requirements (if applicable):**

- Must pass a pre-employment criminal history background investigation.
- Must have a valid Michigan driver's license.

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Data Entry Operator

**Salary Range:** PALSS

**Department:** Friend of the Court

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Under the direction of the Friend of the Court, serves as receptionist and responds to a variety of procedural and case inquiries. Performs a variety of support functions such as typing forms, legal documents and correspondence, filing court papers to case files, opens and processes mail.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Serves as a receptionist and answers telephone lines of the Office of the Friend of the Court, answers inquiries regarding procedural information and case scheduling, determines if the caller's concerns should be reduced to writing and/or directs call to appropriate individual.
- Reviews and sorts daily mail of the Friend of the Court and routes correspondence to appropriate staff. Operates postage meter and processes outgoing mail.
- Types various orders, stipulations and other legal documents.
- Types envelopes, form letters, and correspondence and mails to parties of the court action.
- Files correspondence and court documents to case files, retrieves case files and case information when requested to do so by immediate supervisors.
- Enters change of address and other case comments and case information on computer system.
- Performs a variety of other support tasks such as copying documents and files.

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- Responds to employers on questions relative to income withholding orders that have been served upon employer.
- Prepares on occasion notices to payors who are delinquent in support payments. Prepares on occasion orders to show cause and ensures proper distribution of these documents to the parties of the court action.
- Responds to inquiries regarding account balances, income withholding orders, payment histories, and procedures. Schedules and coordinates appointments for immediate supervisors.

**Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, punctuation, business writing such as letters, memoranda, reports, and forms.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data. May include database, spreadsheet, and word processing software.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Ability to maintain strict confidentiality of closed proceedings or other matters which may be highly sensitive and/or in which information is non-public record.
- Knowledge of court procedures and practices, including recordings, filing and retention systems. Ability to comprehend and apply statutes and court rules as needed.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to work independent of others, adaptable and detail oriented, decisive and have a strong work ethic.

## **Preferred/Minimum Qualifications:**

### Education:

- A minimum of an Associate's Degree is required. Prefer coursework in areas of behavioral sciences, communications, legal studies and/or criminal justice.

### Experience:

- Prefer one year of experience in a court setting with client contact and case management responsibilities. Prefer past experience in a Friend of the Court office providing domestic relations and/or support services.
- Working with computer systems such as MiCSES, JIS, LEIN, SOS or similar highly preferred.

## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to lift up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.

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- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

**Working Conditions:**

- Works in a comfortable office and courtroom environment provided by the court/county.
- Maintains a reasonable and civil decorum in the day to day contact with fellow employees and the general public.
- May have exposure to difficult person(s) involving the establishment of child support orders.

**Other Requirements (if applicable):**

- Must pass a pre-employment criminal history background investigation.
- Must have a valid Michigan driver's license.

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Custody/Parenting Time Investigator

**Salary Range:** PALSS

**Department:** Friend of the Court

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Under the supervision of the Friend of the Court, monitors and enforces compliance with court orders primarily relating to custody & parenting time issues. Conducts pre-hearing interviews with clients and/or attorneys on parenting time violations. Attends sessions of the court relating to parenting time enforcement matters as a representative of the Friend of the Court. Responds to complaints regarding parenting time violations.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Functions as the point of contact with the court for all high conflict cases regarding parenting time and custody.
- Serves as the liaison between the Friend of the Court and Mediation and Restorative Services and Child Protective Services.
- Coordinates the process of locating parent(s), including utilizing the parent locator service and conducting investigations.
- Conducts informal hearings with clients and/or attorneys to attempt to resolve disputes concerning compliance parenting time and custody court orders.
- Conducts conciliation conferences with parents to resolve issues of custody, parenting time, and child support.
- Assists in resolving custody disputes at the direction and discretion of the Friend of the Court.
- Serves as a representative of the Friend of the Court during court proceedings relating to parenting time and custody matters. Provides the court with history

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and related information, presents recommendations to the court on issues of parenting time and custody.

- Drafts court orders that reflect voluntary settlements, or the directives of the court that are a result of hearing.
- Educates Friend of the Court case members as to the parenting time enforcement process, Provides information as to the services provided by the office of the Friend of the Court as required by law, court rules, and/or other administrative policies and procedures.
- Responds to inquiries or complaints of parties, attorneys, or others involving parenting time violations. Conducts interview with concerned parties and determines appropriate follow-up action.
- Directly supervises and monitors the work product of the Enforcement Caseworkers who are to provide a variety of secretarial and clerical support functions.
- Perform the functions of the FOC director in his/her absence.

#### Other Functions:

- The custody/parenting time investigator shall also assist the court in performing such duties and functions, as from time to time deemed necessary and appropriate by the judges.
- This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

#### **Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, punctuation, business writing such as letters, memoranda, reports, and forms.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data. May include database, spreadsheet, and word processing software.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Ability to maintain strict confidentiality of closed proceedings or other matters which may be highly sensitive and/or in which information is non-public record.
- Knowledge of court procedures and practices, including recordings, filing and retention systems. Ability to comprehend and apply statutes and court rules as needed.

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- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to work independent of others, adaptable and detail oriented, decisive and have a strong work ethic.

**Preferred/Minimum Qualifications:**

Education:

- Bachelor's Degree. Prefer coursework in areas of behavioral sciences, communications, legal studies and/or criminal justice.

Experience:

- Prefer one year of experience in a court setting with client contact and case management responsibilities. Prefer past experience in a Friend of the Court office providing domestic relations and/or support services.
- Prefer past experience working with computer systems such as MiCSES, JIS, LEIN, SOS or similar.

**Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to lift up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

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- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

**Working Conditions:**

- Works in a comfortable office and courtroom environment provided by the court/county.
- Maintains a reasonable and civil decorum in the day to day contact with fellow employees and the general public.
- May have exposure to difficult person(s) involving the establishment of child support orders.

**Other Requirements (if applicable):**

- Must pass a pre-employment criminal history background investigation.
- Must have a valid Michigan driver's license.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Child Support Specialist

**Salary Range:** PALSS

**Department:** Friend of the Court

**Hours:** 40 hours/week

2080 hours/year

**General Summary:**

Perm, Full time

Under the supervision of the Friend of the Court, will assist with the preparation of establishing child support and paternity orders that are referred by the Department of Health and Human Services (DHHS) to the Office of Child Support for the State of Michigan. Additional responsibilities will include general clerical duties with extensive data processing with one or more computer systems, interviewing various parties, performing genetic testing and working with Circuit Court, Prosecuting Attorney, and Office of Child Support.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Evaluates new Family Support referrals as they are electronically received from the Department of Health and Human Services through the statewide computer system – Michigan Child Support Enforcement System (MiCSES). Also sets up and prepares the paperwork for the Uniform Interstate Family Support Act cases.
- Interviews parties/alleged parents to determine identity, location of other party and receives personal/confidential information needed for processing paperwork. Works with both parties to achieve an Order for the case.
- Prepares new Family Support and Paternity cases to be filed with the Circuit Court. This is done by completing the Plaintiff's and Defendant's information, Venue and previous case portions of a summons and Complaint.
- Processes files received from the Circuit Court including entry into MiCSES.
- Updates case files as new or additional information comes in such as transmittals from other counties and update the case information in the MiCSES system.

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Revised: 2022-09

- Compiles fiscal responsibilities of grant-funded programs of the child support division.
- Calculates and prepares Child Support recommendations based on the income information that is supplied by the Plaintiff and the Defendant.
- Processes cases when they come back from court. Prepares Notice of Hearing when another court date has been set. When the cases come back with some type of Order (i.e., temporary child support order, order for genetic testing, or a child support judgment), makes necessary copies and mail to all parties.
- Collects DNA samples on Paternity cases and mails in for testing. Occasionally will need to go to the local jail to collect a DNA sample from an inmate.
- Maintains an appointment calendar and types documents that are frequently used.
- Performs local operations administrator duties such as updating county information in MiCSES, transfers cases, re-assigns roles and sets up scheduling.
- Works on file retention as needed.
- Operate CPR/BRS for state vital records and reporting.
- Other duties as assigned by the Prosecutor.

**Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, and punctuation.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Ability to maintain strict confidentiality of closed proceedings or other matters which may be highly sensitive and/or in which information is non-public record.
- Knowledge of court procedures, including recordings filing and retention systems.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Knowledge of current court methods, procedures and practices. Ability to comprehend and apply statutes and court rules.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.

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Revised: 2022-09

- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to work independent of others, adaptable and detail oriented, decisive and have a strong work ethic.
- Knowledge of The State Trial Judge's Book, Michigan Trial Court Case File Management Standards, and other relevant resources.

### **Minimum Qualifications:**

#### Education:

- High school degree or equivalent. Prefer legal assistant training and familiarity with legal terminology.
- Must receive genetic testing certification.

#### Experience:

- One to two years of previous clerical experience preferably in a legal setting and working with the public. Requires some experience with computer systems.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to lift up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

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- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

**Working Conditions:**

- Works in a comfortable office and courtroom environment provided by the court/county.
- Has exposure to difficult person(s) including those who may have been charged or convicted of various criminal offenses.

**Other Requirements (if applicable):**

- None.

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Intergovernmental Enforcement Specialist

**Salary Range:** PALSS

**Department:** Friend of the Court

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Under the supervision of the Friend of the Court, monitors and enforces compliance with court orders primarily relating to child support issues. Performs a variety of secretarial and support functions such as preparing and processing court orders, forms, legal documents, and correspondence. Attends sessions of the court relating to child support enforcement matters as a representative of the Friend of the Court. Responds to case inquiries, receives and receipts payments.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

Medical Support Enforcement Officer

- Make medical enforcement service available to all eligible individuals.
- Identify and work cases requiring medical enforcement through manual review or through approved MISCES processes.
- Initiate the National Medical Support Notice process to any and all available employment.
- Obtain Medical insurance information from all parties upon case inception and update MISCES.
- Contact Employers or insured parties to obtain policy coverage information.
- Educate clients of their medical support order obligations and rights.
- Facilitate FOC hearings regarding medical reimbursement request objections and other medical issues.
- Cooperate with other states for enforcement of medical support orders.

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- And other such clerical duties as may be assigned by the Friend of the Court.

#### Financial Batch Reconciliation

- Perform the task of financial batch reconciliation which includes the following:
  1. Record the individual receipts against the batch created by the individual creating the control batch.
  2. The receipts entered by the reconciliation officer must agree with the control count amount recorded for the batch.
  3. At the conclusion of the business day, the reconciliation officer shall take all of the receipts entered into MICSES, attaches the deposit slip for that day by uses of the DARR screen in MICSES, and deposits the funds into the local bank (West Shore Bank, Hart).
  4. Next business day, child support money is ACH transferred from the local bank to MiSDU for distribution.
  5. Reconciles monthly bank statements.
  6. Monitors incoming Gov Pay payments in account and ACH transfers support funds to MiSDU for distribution.
- And any other such duties as may be assigned by the Friend of the Court.

#### Interstate Enforcement Officer

- Responsible for receiving, distributing, and responding to inquiries on all incoming and outgoing interstate child support enforcement cases.
- Review incoming referrals and the accompanying documentation for completeness, acknowledge receipt of referral, request initiating state to provide and missing documents.
- Provide locate services on non-custodial parents.
- Register and enforce foreign child support orders by means of the production of court orders and the initiation of income withholding orders.
- Establish and utilize such procedures as necessary for managing the interstate child support enforcement caseload both as the initiating jurisdiction and or the responding jurisdiction.
- Review program performance to determine compliance with any and all IV-D caseload requirements relative to time frame responses to interstate enforcement and case records maintenance.

### Additional Office/Clerical Duties

- Manage DM case filings for conciliation referrals, produce orders, and notice parties of conciliation scheduled times.
- Provide clerical services and back up when needed in all facets of the office.
- Responsible for recording all FOC referee hearings, maintain CEO certification status through the State of Michigan.
- Manage the suspense report which includes identifying child support funds on various holds and prepare for correct distribution.
- And any other such duties as may be assigned by the Friend of the Court.

### **Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, punctuation, business writing such as letters, memoranda, reports, and forms.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data. May include database, spreadsheet, and word processing software.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Ability to maintain strict confidentiality of closed proceedings or other matters which may be highly sensitive and/or in which information is non-public record.
- Knowledge of court procedures and practices, including recordings, filing and retention systems. Ability to comprehend and apply statutes and court rules as needed.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to work independent of others, adaptable and detail oriented, decisive and have a strong work ethic.

### **Preferred/Minimum Qualifications:**

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Education:

- A minimum of an Associate's Degree is required. Prefer course work in areas of behavioral sciences, communications, legal studies and/or criminal justice.

Experience:

- Prefer one year of experience in a court setting with client contact and case management responsibilities. Prefer experience in a Friend of the Court office providing domestic relations and/or support services.
- Experience with MiCSES, JIS, LEIN, SOS or related databases is highly preferred.

**Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to lift up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.

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- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

**Working Conditions:**

- Works in a comfortable office and courtroom environment provided by the court/county.
- Maintains a reasonable and civil decorum in the day to day contact with fellow employees and the general public.
- Has exposure to difficult person(s) including those who may have been charged or convicted of various criminal offenses.

**Other Requirements (if applicable):**

- Must pass a pre-employment criminal history background investigation.
- Must have a valid Michigan driver's license.

**Section Break**

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Administrative Assistant

**Salary Range:** PALSS

**Department:** General Services

**Hours:** 30 hours/week  
1,560 hours/year

**General Summary:**

Perm, Full time

Under the daily supervision of one or more Department Heads, currently the EDC and Drain Commissioner, performs clerical office support including telephone, filing, preparing reports, collects fees and issuing cash receipts, and similar tasks.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Provide clerical support including telephones, working with the public, filing, and clerk scheduled meetings as needed.
- Assists with issuing permits, collecting fees and issuing cash receipts where appropriate; reconciles daily cash reports, performs and monitors bank deposits.
- Assists with preparing budgets, accounts payable, billing, and accounts receivable functions. Assists with periodic audits by assembling documents. Maintains records related to grants.
- Assists with the preparation of reports, plans, and policies, and work schedules that are specific to each office, as needed.

### **Knowledge, Skills, & Abilities:**

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.

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- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, government officials, vendors, and the general public to obtain and provide information.
- Ability to read and comprehend documents including cash receipts, financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to operate a cash register and/or computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.
- Communication, phone & organizational skills
- Ability to perform visual reviews of permit applications and inspections of construction sites.
- Ability to perform all functions and meet deadlines when faced with constant interruptions, and must interact with others on a regular basis.

### **Minimum Qualifications:**

#### Education:

- High School diploma is required.

#### Experience:

- At least six months of office experience that demonstrates the ability to perform the duties as assigned with intermediate level computer skills.
- Previous experience transcribing meeting minutes from a recorded source is highly desirable.
- As it relates to the building department, experience working with inspectors, assisting with plan reviews, and general construction highly desirable.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying.

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- Requires the ability to operate a variety of office equipment such as a cash register, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

**Working Conditions:**

- Works in a comfortable office environment provided by the county. The position is faced with constant interruptions, and must interact with others on a regular basis.

**Other Requirements (if applicable):**

- None.

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**Other Requirements (if applicable):**

- None.

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**Section Break**

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** 4-H Secretary

**Salary Range:** PALSS

**Department:** MSU Extension

**Hours:** 37.5 hours/week

1,950 hours/year

**General Summary:**

Perm, Full time

Under the general direction of the regional MSU Extension director, provides primary secretarial support to the MSU Children and Youth Institute programs and supplemental support to the general office as a whole.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Answer telephones (including transferring callers to voice mail or taking a written message), greet clients, prepare and accept faxes, emails etc. Assist with clientele inquiries related to insect and plant/weed identification.
- Prepares, proofreads, reproduces, collates and files daily correspondence, including newsletters.
- Performs data entry, maintenance and report generation for the 4-H online enrollment database.
- Prepare various program reports under the supervision of the appropriate staff person or office manager.
- Maintain updated club files per the club checklist (including 990 filings, club minutes, financial statements, bank statements etc.).
- Keep MSU Extension Portal & Facebook page updated. Assist with development and submission of events for MSU Events Management Site

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Revised: 2017

- Monitor and order educational materials needed for the Children, Youth and Family programs. Inventory and order needed pins, medals and certificates for the 4-H program. Distribute and coordinate materials and equipment (on-site) during the Oceana County Fair. Assist in maintaining organized storage and inventory of all supplies, materials and equipment within the Children, Youth and Family programs. Preparation of project related notebooks for the various animal projects. Provide organizational support for programs related to monthly meetings, annual meetings and special event banquets.
- Prepare and mail soil sample tests. Receipt payment for bulletins, program registrations etc. in accordance with office policies. Search bulletin inventory and computer databases to locate appropriate educational material for clientele.
- Distribute incoming mail as needed.
- Assist Office Manager when needed.
- Assists with the preparation of reports, plans, and policies, as needed.
- Regularly updates information on Facebook, Web site, or similar.
- 

**Knowledge, Skills, & Abilities:**

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, government officials, vendors, and the general public to obtain and provide information.
- Ability to read and comprehend documents including financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to competently use a computer and software such as database, spreadsheets, word processing, and financial management as needed to prepare, report, compile and analyze data.
- Ability to meet required deadlines.

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- Communication, phone & organizational skills
- Capable of learning how to manage information published on Facebook, a Web site, or similar and applying the knowledge and skills.

**Minimum Qualifications:**

Education:

- High School diploma.

Experience:

- At least three months of prior secretarial experience preferred.

**Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May involve lifting up to 25 lbs.
- Requires the ability to operate a variety of office equipment such as a cash register, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

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**Working Conditions:**

- Works in a comfortable office environment provided by the county.
- Works at other venues such as the fair grounds.

**Other Requirements (if applicable):**

- Must have a valid driver's license.

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Revised: 2017

**Section Break**

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Campground Host

**Salary Range:** See below

**Department:** Parks and Recreation Commission

**Hours:** Seasonal  
Part time

### **General Summary:**

Under the direction of the Parks and Recreation Commission, serves as a campground host at Black Lake County Park, performing a variety of duties as assigned.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the Parks and Recreation Commission. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Must reside on site at the campground during the season (May 1 – Oct 1).
- Perform pre-season setup and post-season take down of picnic tables, fire rings, general clean up, flag pole, life ring, etc.
- Manage reservations year-round, register guests and campers on site, and maintain records.
- Collect fees, issue receipts, and balance cash reports. Deposit fees with the County Treasurer.
- Attend monthly Parks and Recreation Commission meetings.
- Performs lawn care (mowing) and other grounds keeping functions.
- Collect, process, and document water samples as needed.
- Check/clean restroom facilities (aka portable facilities).
- Clean and maintain fire rings.
- Provide campground security (non-law enforcement).

### **Knowledge, Skills, & Abilities:**

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- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed, particularly related to handling cash.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, government officials, vendors, and the general public to obtain and provide information.
- Ability to read and comprehend documents including cash receipts, financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with any co-workers and the general public.
- Ability to meet required deadlines.

### **Minimum Qualifications:**

#### Education:

- High school diploma highly preferred.

#### Experience:

- Previous experience working in a park or park-like environment highly preferred. Otherwise, training provided.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, raking, and carrying.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as lawn care.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to volunteers and the public on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, procedures, and guidelines.
- Requires the ability to communicate orally and in writing.

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- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving public/camper complaints.
- Ability to operate a motor vehicle or have the means to attend monthly meetings.

**Working Conditions:**

- Work is regularly performed in an outdoor environment with exposure to adverse environmental conditions.

**Other Requirements (if applicable):**

- None.

**Compensation Package:**

The seasonal nature of the campground host position requires a different compensation structure than typical county job positions.

- Free seasonal camping at the campground valued at \$1,000.
- \$135 for lawn care; maximum 2x per month; additional chargeable lawn care must receive prior approval from the Parks and Recreation Chairperson or his/her designee.
- Mileage reimbursement at current IRS rate for all travel activities.
- \$14.00 per hour; maximum of eight (8) chargeable hours per month; additional hours must receive prior approval from the Parks and Recreation Chairperson or his/her designee.
- One pre-paid TRAC phone card per year valued at \$30.00.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Probate-Juvenile Register

**Salary Range:** PALSS

**Department:** Probate Court

**Hours:** 35 hours/week  
1,820 hours/year  
Perm, Full time

### **General Summary:**

Under the general direction of the Probate Court Judge and assumes responsibility for the non-judicial daily operations of the Probate Court. Oversees the intake, review and filing of legal documents regarding estates, trusts, wills, mental health commitments, and guardianships for adults and minors, conservatorships for adults and minors, juvenile matters including neglect and abuse and delinquencies, adoptions and name changes. Administratively responsible for monitoring budgets for Probate Court and the Child Care Fund, and case flow management for probate and juvenile cases.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Perform general office duties including counter support, phones, processing mail, establishing and managing new case files, process legal documents, provide certified copies of documents to various parties. Assist Circuit Court and Family Court with similar duties as needed.
- Process various probate matters such as guardianship for minors, legally incapacitated individuals and developmentally disabled persons, wills, trusts, estates, mental commitments, adoptions, name changes, parental waivers, conservatorships of minors and adults.
- Serve as the judicial secretary to the Probate Judge. Schedule appointments and hearings, type legal and confidential material, correspondence, notices, opinions and orders for judicial review and signature.
- Cross-train in knowing and assisting the public in filing paperwork in all areas of the Probate Court, Family Division and Circuit Court.

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- Responsible for the Child Care Fund including processing invoices, monitor expenditures, prepare and submit monthly DSS207 reimbursement forms and monitor chargebacks.
- Perform a variety of bookkeeping activities including calculating fees, issuing payment vouchers, receiving payments, issuing receipts and posting payments to appropriate ledgers; perform bank deposits.
- Serve as the ADA coordinator.
- Performs case management functions to ensure case materials fully comply with all statutory requirements.
- Victim advocacy notices, rights and statements.
- Assist in preparing and monitoring the probate court budget.
- Responsible for ensuring the proper recording, retention and disposal of all probate and juvenile court records in accordance with SCAO requirements.
- Ensure that petitions, orders, summons and other documents are prepared and noticed as required.
- Coordinates data processing and record keeping systems for the juvenile division, includes working with the Judge and Juvenile Officer to document system needs, evaluating system needs, training staff on systems and recommending revisions.
- Tracks case data and prepares a variety of reports including statistical reports for SCAO, DHS, and court purposes; annual accounting/reporting for guardians and conservators.
- Assists attorneys, prosecutors, Friend of the Court staff and the public with inquiries regarding court procedures, specific case information, reimbursements and other matters.
- Works with Child Support paralegal in Prosecuting Attorney's office on mutual cases as it relates to support/custody.
- Serves process on people coming to court for emergency hearings relative to child protective proceedings.

**Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, and punctuation.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.

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- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Knowledge of current court methods, procedures and practices.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.

**Minimum Qualifications:**

Education:

- High School graduate. College degree or equivalent experience highly preferred.
- Qualify and maintain certification as a certified court record (CEO). A certified court reporter (CER) is highly preferred.

Experience:

- At least one year of experience in a court, related legal or secretarial setting is highly preferred.

**Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements (climb stairs, bend, kneel, crouch) during an extended period of time.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light to moderate physical effort in sedentary and physically active work, which may involve some lifting, carrying, pushing and

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pulling of objects weighing up to 10 pounds. Tasks may involve extended periods of time in an office environment with a variety of office equipment.

- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to communicate orally and in writing with county officials, municipal officials, other county departments and the general public.

**Working Conditions:**

- Works in an office environment provided by the county/court.

**Other Requirements:**

- None

**Section Break**

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Salary Exempt

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**Job Title:** Prosecuting Attorney

**Salary Range:** PALSS

**Department:** Prosecuting Attorney

**Hours:** 40 hours/week  
1,820 hours/year

**General Summary:**

Perm, Full time

The elected Prosecuting Attorney is the chief law enforcement officer for the county and serves as the principal legal advisor to the Board of Commissioners and county departments. Represents the People of the State of Michigan in the prosecution of misdemeanor and felony cases in the courts. Represents the best interests of children involved in divorce cases, and represents the People of the State of Michigan in juvenile delinquency cases, child abuse and neglect proceedings and mental incompetency hearings in Probate Court. Directs the activities of the Assistant Prosecuting Attorney an all support staff and is responsible for all administrative functions of the office. Performs various other functions as prescribed by statute.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Supervises legal and support staff, includes interviewing applicants for employment, overseeing the training of staff, assigning work, reviewing and evaluating performance and dealing with employee relations matters.
- Supervises the warrant authorization process which includes the review of warrant requests, analysis of police reports, researching the law and determining whether adequate grounds exist to authorize a warrant.
- Assists legal and support staff with inquiries related to operational and procedural matters.
- Oversees legal staff engaged in researching and preparing criminal cases for trial, motion, sentencing, and other proceedings, including the research of applicable

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law, interviewing witnesses and investigating claims, developing trial strategies and directing law enforcement officers in further investigations.

- Assists staff in the analysis of specific cases, advises on case development and serves as a mentor on legal matters.
- Responsible for the development of all policies and procedures guiding the operations of the Prosecuting Attorney's Office.
- Prosecutes some of the most serious or sensitive felony cases. Selects jury, presents arguments, examines and cross-examines witnesses, introduces physical exhibits, confers with Judge and defense counsel on points of law and procedure, and argues factual conclusions to a Judge and jury.
- Provides advice and direction to all police and other enforcement agencies in the county.
- Serves as civil counsel to the Board of Commissioners and county departments and agencies. Oversees and participates in the researching and rendering of opinions on a wide range of legal issues involving the county and advises county departments and agencies on legal issues.
- Responsible for all administrative functions of the office including budget preparation and monitoring, data processing, bookkeeping, and related matters.
- Represents the county to a variety of other agencies on law enforcement matters.

#### **Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, and punctuation.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Ability to maintain strict confidentiality of closed proceedings or other matters which may be highly sensitive and/or in which information is non-public record.
- Knowledge of court procedures, including recordings filing and retention systems.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Knowledge of current court methods, procedures and practices. Ability to comprehend and apply statutes and court rules.

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- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to work independent of others, adaptable and detail oriented, decisive and have a strong work ethic.
- Knowledge of The State Trial Judge's Book, Michigan Trial Court Case File Management Standards, and other relevant resources.

### **Minimum Qualifications:**

#### Education:

- This is an elected position requiring a law degree from an accredited law school and a license to practice law in the State of Michigan.

#### Experience:

- This is an elected position and there is no requirement for experience. For job evaluation purposes, the recommended experience requirement is at least seven years of criminal law experience including experience as an Assistant Prosecutor or in a closely related capacity.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to lift up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

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- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

**Working Conditions:**

- Works in a comfortable office and courtroom environment provided by the court/county.
- Has exposure to difficult person(s) including those who may have been charged or convicted of various criminal offenses.

**Other Requirements (if applicable):**

- None.

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Exempt

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**Job Title:** Chief Assistant Prosecuting Attorney

**Salary Range:** PALSS

**Department:** Prosecuting Attorney

**Hours:** 40 hours/week

2,080 hours/year

**General Summary:**

Perm, Full time

Under the direction of the Prosecuting Attorney, serves at the pleasure of the Prosecuting Attorney under MCL 49.35, reviews and authorizes requests for warrants, determines the appropriate charge and prosecutes criminal and civil cases. Manages a docket of cases in the District Court, Circuit Court, Family Court or Probate Court. May be assigned to complex and sensitive cases or serve as project director for targeted crimes, depending on experience and skills. Attempts to resolve and dispose of criminal cases or tries cases in court.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Reviews criminal charging requests from state and local law enforcement agencies, analyzes police reports and other records related to investigation files, consults the law enforcement officer(s) and victims, researches the law as necessary to determine applicable statutes, and determines whether adequate grounds exist to authorize a criminal complaint.
- Researches and prepares criminal cases for trial, motion, sentencing, and other proceedings. Includes the research of applicable laws, interviewing witnesses and investigating claims, developing trial strategies and directing law enforcement officers in further investigations
- Appears in all county courts for arraignments, motions, trials, sentencing and other proceedings to represent the Prosecuting Attorney. Selects juries, presents arguments, examines and cross examines witnesses, introduces physical exhibits,

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confers with Judge and defense counsel on points of law and procedure, and argues factual conclusions to Judge or jury.

- Works cooperatively with law enforcement officers from various agencies to ensure investigation and reporting of assigned cases are accomplished in accordance with professional and judicial rules and standards. Provides advice and instruction to police agencies.
- Attempts to resolve and dispose of pending criminal or delinquency cases justly by conferring with attorneys and parties involved in order to reach agreement on plea and potential sentences. All plea bargaining is subject to office policies and procedures.
- Drafts motions, briefs and other legal documents in all courts.
- Assists the Prosecuting Attorney in all Family and Probate Court matters, including abuse, neglect, delinquency and mental commitment cases. Include review of juvenile petitions, case research, investigation and presentation in court.
- Reviews request for search warrants and approves warrants as appropriate for presentation to a judge or magistrate.
- Researches and renders opinions on a wide range of legal issues involving the county and advises county departments and agencies on legal issues.
- Assists in the preparation and presentation of appeals of cases from the courts.
- Prepares statistical reports for the Prosecuting Attorney as needed.
- Serves in an on-call status to review charge requests and search warrants outside of regular office hours. Includes responding to police requests for search warrants for blood from suspected drunk drivers.
- Represents the Prosecuting Attorney in a variety of public forums.

### **Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, and punctuation.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.

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Revised: 2025

- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Ability to maintain strict confidentiality of closed proceedings or other matters which may be highly sensitive and/or in which information is non-public record.
- Knowledge of court procedures, including recordings filing and retention systems.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Knowledge of current court methods, procedures and practices. Ability to comprehend and apply statutes and court rules.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to work independent of others, adaptable and detail oriented, decisive and have a strong work ethic.
- Ability to assist Prosecuting Attorney in management of Assistant Prosecutor and management of office at times of Prosecuting Attorney's absence.

### **Minimum Qualifications:**

#### Education:

- Law degree from an accredited law school and a license to practice law in the State of Michigan in good standing
- Valid Michigan driver's license

#### Experience:

- At least two years of previous criminal law experience. Excellent research and writing skills, highly preferred. A legal writing sample and cover letter are required with submission of a job application.

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### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to lift up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

### **Working Conditions:**

- Works in a comfortable office and courtroom environment provided by the court/county.
- Has exposure to difficult person(s) including those who may have been charged or convicted of various criminal offenses.

### **Other Requirements (if applicable):**

- None.

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Revised: 2025

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Exempt

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**Job Title:** Assistant Prosecuting Attorney

**Salary Range:** PALSS

**Department:** Prosecuting Attorney

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Under the direction of the Prosecuting Attorney, serves at the pleasure of the Prosecuting Attorney under MCL 49.35, reviews and authorizes requests for warrants, determines the appropriate charge and prosecutes criminal and civil cases. Manages a docket of cases in the District Court, Circuit Court, Family Court or Probate Court. May be assigned to complex and sensitive cases or serve as project director for targeted crimes, depending on experience and skills. Attempts to resolve and dispose of criminal cases or tries case in court.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Reviews criminal charging requests from state and local law enforcement agencies, analyzes police reports and other records related to investigation files, consults the law enforcement officer(s) and victims, researches the law as necessary to determine applicable statutes, and determines whether adequate grounds exist to authorize a criminal complaint.
- Researches and prepares criminal cases for trial, motion, sentencing, and other proceedings. Includes the research of applicable laws, interviewing witnesses and investigating claims, developing trial strategies and directing law enforcement officers in further investigations.
- Appears in all county courts for arraignments, motions, trials, sentencing and other proceedings to represent the Prosecuting Attorney. Selects juries, presents arguments, examines and cross examines witnesses, introduces physical exhibits,

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Revised: 2017

confers with Judge and defense counsel on points of law and procedure, and argues factual conclusions to Judge or jury.

- Works cooperatively with law enforcement officers from various agencies to ensure investigation and reporting of assigned cases are accomplished in accordance with professional and judicial rules and standards. Provides advice and instruction to police agencies.
- Attempts to resolve and dispose of pending criminal or delinquency cases justly by conferring with attorneys and parties involved in order to reach agreement on pleas and potential sentences. All plea bargaining is subject to office policies and procedures.
- Drafts motions, briefs and other legal documents in all courts.
- Assists the Prosecuting Attorney in all Family and Probate Court matters including abuse, neglect, delinquency and mental commitment cases. Includes review of juvenile petitions, case research, investigation and presentation in court.
- Reviews requests for search warrants and approves warrants as appropriate for presentation to a judge or magistrate.
- Researches and renders opinions on a wide range of legal issues involving the county and advises county departments and agencies on legal issues.
- Assists in the preparation and presentation of appeals of cases from the courts.
- Prepares statistical reports for the Prosecuting Attorney as needed.
- Serves in an on-call status to review charge requests and search warrants outside of regular office hours. Includes responding to police requests for search warrants for blood from suspected drunk drivers.
- Assists individuals applying for Personal Protection Orders.
- Represents the Prosecuting Attorney in a variety of public forums.

### **Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, and punctuation.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Ability to maintain strict confidentiality of closed proceedings or other matters which may be highly sensitive and/or in which information is non-public record.
- Knowledge of court procedures, including recordings filing and retention systems.

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Revised: 2017

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Knowledge of current court methods, procedures and practices. Ability to comprehend and apply statutes and court rules.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to work independent of others, adaptable and detail oriented, decisive and have a strong work ethic.
- Knowledge of The State Trial Judge's Book, Michigan Trial Court Case File Management Standards, and other relevant resources.

### **Minimum Qualifications:**

#### Education:

- Law degree from an accredited law school and a license to practice law in the State of Michigan in good standing.
- Valid Michigan driver's license.

#### Experience:

- At least two years of previous criminal law experience. Excellent research and writing skills, highly preferred. A legal writing sample and cover letter are required with submission of a job application.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to lift up to 20 lbs.

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- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

### **Working Conditions:**

- Works in a comfortable office and courtroom environment provided by the court/county.
- Has exposure to difficult person(s) including those who may have been charged or convicted of various criminal offenses.

### **Other Requirements (if applicable):**

- None.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Exempt

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**Job Title:** Office Manager/Legal Secretary III/  
Digital Evidence Coordinator

**Salary Range:** PALSS

**Department:** Prosecuting Attorney

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

In conjunction with the Prosecuting Attorney, this position is responsible for the effective management and administration of office operations and services. Administrative responsibilities include developing and administering departmental budgets, objectives, policies, and procedures, overseeing and directing the secretarial staff and Victim Rights Coordinator, and ensuring office operations are following established policies, regulations and standards. Additionally, this position serves as Legal Secretary III, managing all felony, juvenile, neglect abuse, civil cases, and appeals.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- In conjunction with the Prosecuting Attorney, develops office objectives and develops plans to achieve agreed upon objectives. Ensure office operations and all work performed by the secretarial staff are in accordance with objectives and meets the needs of the county residents. Assists subordinate staff in developing and meeting appropriate goals and objectives for their area of responsibility. Investigates complaints regarding office operations and takes corrective action.
- Oversees the work of secretarial staff. As supervisor of assigned subordinates, is responsible for personnel management, exercises authority to interview, hire, evaluate performance, assign and schedule work and time off, complete and approve payroll (time sheets), and recommend discipline and discharge in accordance with County Policy. Responsible for ensuring effective training and

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development of assigned staff and maintaining effective working relationships among employees.

- Responsible for the annual review of the proposed office budget and makes recommendations regarding funding and shortfalls. Monitors the office budget throughout the year and any budget amendment requests. Approves all office purchases and completes the accounts payable process.
- Prepares Annual Report data for the Board.
- Prepares grant application, submitting payment requests, and completing financial grant reports. Works with MDHHS Grants Manager to assure compliance. Coordinates use of funds for needed office supplies and equipment.
- Orders all Office Supplies. Coordinates with IT and Maintenance for any needed requests.
- Office Administrator for the Case Management System. This includes resolving any technical issues and updating information as necessary. Also, adding new law enforcement officers, attorneys and staff to the Case Management System. Processes requests from law enforcement regarding use of the Case Management System.
- Handles all felony, juvenile, neglect abuse, and civil cases, and appeals from inception to closing. Prepares and files pleadings with the Courts. Scans all documents received into the digital file. Processes all Court Notices entering upcoming Court Dates. Also, handles Trial preparation, including Witness and Exhibit Lists, subpoenaing and calling off witnesses as is necessary. Tracks service of Subpoenas on witnesses.
- For Appeals e-files Appearances and Pleadings with the Michigan Court of Appeals and Michigan Supreme Court. Forwards felony files to the Attorney General's office for all felony appeals handled by their office.
- Forwards discovery to defense attorneys and responds to discovery requests.
- Obtains driving records from Secretary of State.
- Processes Live Scans and enters and uploads TCNs for criminal histories.

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- Requests and obtains missing or additionally required information and documentation from law enforcement. Monitors receipt of Lab Reports.
- This position is responsible for receipt of and disbursement of all digital evidence, including, but not limited to in car and body camera video, surveillance video and interviews.
- Coordinates with other departments, including, but not limited to all Courts, Central Dispatch, state and local police agencies, County Jail and Department of Corrections.

**Knowledge, Skills, & Abilities:**

- Ability to recognize and reinforce strengths and positive behavior, team building and support.
- Proficiency in English grammar, spelling, and punctuation.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Ability to maintain strict confidentiality of closed proceedings or other matters which may be highly sensitive and/or in which information is non-public record.
- Knowledge of court procedures, including recordings filing and retention systems.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Knowledge of current court methods, procedures and practices. Ability to comprehend and apply statutes and court rules.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.

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- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to work independent of others, adaptable and detail oriented, decisive and have a strong work ethic.

### **Minimum Qualifications:**

#### Education:

- High school degree or equivalent. Professional certificate or college degree preferred. May consider alternative combination of formal education and work experience.

#### Experience:

- At least five years of prior experience in a legal setting, preferably in a supervisory role and with bookkeeping experience/duties.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to lift up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.

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- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

**Working Conditions:**

- Works in a comfortable office and courtroom environment provided by the court/county.
- Has exposure to difficult person(s) including those who may have been charged or convicted of various criminal offenses.

**Other Requirements (if applicable):**

- None.

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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Job Title:	Legal Secretary II
Classification:	Full-time (40 hrs/wk); Non-Exempt Benefited
Department:	Prosecutor's Office
Qualifications:	<ul style="list-style-type: none"><li>• General knowledge of the duties and responsibilities of the Prosecuting Attorneys and the workings of the office.</li><li>• General knowledge of the information and material necessary to a criminal file to facilitate the handling by Prosecuting Attorneys.</li><li>• Able to work effectively with the public and fellow employees, all prosecutors, all police agencies, all court staff, community mental health and the Family Independence Agency.</li><li>• Able to see, hear and speak effectively and without limitation.</li><li>• General knowledge of the Michigan Court system, Michigan Court Rules, local Court Rules, criminal and civil statutes and criminal case law.</li><li>• Proficient with computers, Windows, and related software applications.</li><li>• Skill in maintaining detailed and accurate records and managing case files in both electronic and non-electronic format.</li></ul>
Education	High school degree or equivalent. Prefer advanced coursework in Word processing and legal secretarial areas. Two years or more of progressively more responsible experience in providing clerical and administrative support, preferably in a legal office or court environment. Professional certificate or college degree is preferred. May consider an alternative combination of formal education and work experience.
Supervision:	Prosecuting Attorney & Office Manager

- A. Summary. Under the supervision of the County Prosecutor and Office Manager, provide a variety of administrative support functions for the Prosecuting Attorney and Chief Assistant Prosecuting Attorney, including handling all misdemeanor criminal files from initiation to closure. This position is also responsible for intake and processing of all new cases, preparing Subpoenas, and answering the telephone. Assists the public, law enforcement and defense attorneys.
- B. Supervision Received. Works under the general direction of the Office Manager and the Prosecuting Attorney.
- C. Responsibilities and Essential Duties and Functions. An employee in this position may be called upon to do any or all of the following essential duties, but is not limited to these specific duties:
1. Prepare and file various motions, orders, stipulations, warrants, subpoenas, juvenile court petitions, and other legal forms and documents. Must retain knowledge of court rules for service of process and prepare proofs of service as appropriate. Proofread briefs and answer correspondence for the Prosecuting Attorneys. Proofreads documents for spelling, punctuation, grammar and format. Must be detailed oriented, able to Prioritize and multitask, also needs to be reliable and maintain confidentiality
  2. Answer telephone calls, respond to inquiries and/or direct calls to proper individual or department, and follow through with messages. Greeting visitors, including citizens, witnesses, victims, police agencies, and county personnel, answering inquiries regarding court proceedings, departmental procedures, schedules, case information, and other matters. Must maintain a positive rapport with all agencies, defense attorneys, victims and individuals in contact with the office. Proficient in time management/requirements i.e., court rules, statutes, court procedures. Proficient with Outlook 365, Word, and Case Management Systems.
  3. Prepare and maintain misdemeanor criminal files and juvenile files including processing all documentation. Filing and scanning all documents received from the Courts, attorneys, and witnesses. Knowledge of legal vocabulary is required. Ability to comprehend and rectify important document issues in criminal cases. Ability to navigate online resources i.e., MI Court and SCAO. Submitting documents with the court, attorneys and any other necessary parties involved in the case. Maintain departmental filing systems.
  4. Enter case witnesses/victims' information into criminal case tracking system and generate subpoenas for witnesses/victims to appear for court hearings/trials. Ensure witnesses are notified when hearing/trials are adjourned, waived, pled or cancelled.
  5. Responsible for Trial preparation on all misdemeanor cases, including Witness and Exhibit Lists, and Subpoenas.
  6. Requesting and obtaining missing or additionally required information and documents, including contacting law enforcement and monitoring lab results.
  7. Responding to discovery demands by providing appropriate discovery to defense attorneys.
  8. Preparing Writs and coordinating with law enforcement to have Defendants brought from jail or prison facilities for court appearances.
  9. Process truancy requests received from local schools.
  10. Coordinate the scheduling of matters requiring the presence of a prosecutor with all 3 courts and maintaining dates in computer calendar system. Updating information as the cases are processed through the courts. Carries out follow-up directives of the Prosecutor or Assistant Prosecutors. Processes and reviews notices of hearings or dates to be added to the office schedule.

11. Prepare criminal warrants and juvenile petitions. In that capacity performs inputting and updating case information from warrant requests and juvenile petitions and enters parties, witnesses, and other information from the police report. Forwards warrant requests to legal staff for review and authorization/denial. Prepares Warrants and communicates with police agencies on status and follows through with any need further investigation and/or information.
12. Responsible for maintaining and reconciling the schedule of upcoming court hearings, prepares updates and ensures that appropriate personnel are notified. Ability to identify and distinguish case type, assign case to appropriate staff member. Prepares dates for pre-trials, pleas, trials, sentencings, and other court actions to the electronic system.
13. Maintain closed files section of Prosecutor's Office which includes the vault and storage rooms. Organize and maintain files and dispose of files as authorized. Retrieve files from vault and closed files areas.
14. Provide information and assistance to attorneys, law enforcement personnel, organizations, agencies, officials and the general public regarding prosecutor policies and procedures. Screen calls and visitors, determining whether a prosecutor's attention is required. Respond to inquiries within the scope of authority and refer others to the proper person.
15. Be experienced in all departmental processes and be able to complete as required.
16. In relating to the public, is able to diffuse problems and has the ability to placate the angry, hostile public either by telephone or in person.
17. Prepare from the schedule all files needed for court appearances.
18. In the absence of the Office Manager, assume a portion of that person's workload and managed responsibility.
19. Perform related duties as required and/or assigned by the Prosecutor or Office Manager.

D. Essential Functions, Qualifications, Knowledge, Skill and Abilities for Employment.

1. Must have a strong work ethic.
2. Must have good communication and organizational skills.
3. Must work effectively with the public, crime victims, fellow employees, prosecutors, police agencies, the court staff, Community Mental Health and Department of Human Services personnel.
4. Must be proficient with computers and keyboarding, including data entry and Windows programs.
5. Must have good filing and typing abilities, and attention to detail.
6. Ability to multitask and prioritize and reprioritize workload.
7. General knowledge of the court system, criminal law, and the duties and responsibilities of the prosecutor's office.

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to lift up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

### **Working Conditions:**

- Works in a comfortable office and courtroom environment provided by the court/county.
- Has exposure to difficult person(s) including those who may have been charged or convicted of various criminal offenses.

### **Other Requirements (if applicable):**

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- None.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Victim Rights Coordinator

**Salary Range:** PALSS

**Department:** Prosecuting Attorney

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Under the supervision of the Prosecuting Attorney and direction of the Office Manager, coordinates and administers the victim rights function of the Prosecutor's Office. Ensures that victims are notified of their rights as required by law. Responds to inquiries regarding the program, assists victims in obtaining compensation from the State, and prepares reports and billings related to the program. Ensures that victims are notified of court events pertaining to their cases. Conducts interviews to provide victims with procedural advice and emotional support.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Ensures that informational packets are sent to victims of crime to inform the victims of the charges filed and their rights under the Crime Victim's Rights Act. Provides victims with forms to complete and return if they choose to take advantage of their rights under the Law.
- Informs victims in writing or verbally (as delineated under the Crime Victim's Rights Act) of court dates and actions taken in the case. Ensures that statutory requirements regarding notification are fulfilled at each step during prosecution of the case.
- Advises victims of sentencing dates which includes providing impact statements to be completed by the victims and assists victims in preparation of such statements. Notifies victims of their rights to make a statement in writing or in person at the Sentencing and coordinates that with the Court.

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- Assists victims in completing applications for compensation to recover some of the expenses incurred as a result of the crime. Provides victims with information that may assist in filing a claim. Serves as a liaison between the Court, insurance companies, medical institutions, employers and the victims according to State Statute.
- Assists victims in preparing for Court and provides support by familiarizing them with Court processes. Attends hearings with victims as requested.
- Schedules appointments with the Prosecuting Attorney for victims and explains Court procedures and their rights to victims.
- Remains abreast of Victim's Rights Legislation and makes appropriate adjustments to the program.
- Advises the Prosecuting Attorney of problems that may exist related to victims and works with victims and the Prosecuting Attorney should the victims be harassed or threatened.
- Prepares MDHHS Grant Reports and Applications for reimbursement to the County for program expenses.
- Refers victims to domestic violence shelters, mental health agencies and other human service agencies as appropriate.
- Gathers information regarding any restitution requests and relays that information to the Prosecuting Attorney.
- Attends and participates in meeting and conferences related to victim's rights, which may require travel.
- Complete the hourly requirement for training as outlined in the MDHHS Agreement.
- Performs other duties as directed by the Prosecuting Attorney and/or Office Manager.

**Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, and punctuation.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships, co-workers, representatives of other agencies, professional contacts, elected officials, victims and families, and the public.
- Ability to maintain strict confidentiality of closed proceedings or other matters which may be highly sensitive and/or in which information is non-public record.

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- Knowledge of court procedures, including recordings filing and retention systems.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Knowledge of current court methods, procedures and practices. Ability to comprehend and apply statutes and court rules.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals, co-workers, and attorneys in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence filed with the court.
- Ability to accurately file documents and records as needed.
- Ability to operate a computer and software such as database, spreadsheets and word processing as needed to compile and analyze data to prepare comprehensive and accurate reports.
- Ability to work independent of others, adaptable and detail oriented, decisive and have a strong work ethic.
- Knowledge of The State of Michigan Court system procedures and practices as they relate to victims' rights.

### **Minimum Qualifications:**

#### Education:

- High school diploma or equivalent.

#### Experience:

- Two years of progressively more responsible experience in providing clerical and administrative support, preferably in a legal office or court environment.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to lift up to 20 lbs.

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- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing in a professional and courtesy manner.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

### **Working Conditions:**

- Works in a comfortable office and courtroom environment provided by the court/county.

### **Other Requirements (if applicable):**

- None.

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Revised: 2025

**Section Break**

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Salary Exempt

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**Job Title:** Register of Deeds/Registrar

**Salary Range:** PALSS

**Department:** Register of Deeds

**Hours:** 35 hours/week  
1,820 hours/year

**General Summary:**

Perm, Full time

Serves as the elected Register of Deeds and is responsible for staffing and operations of the department. Oversees the processing and maintenance of all records of the office and ensures compliance with all statutory requirements of the office.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Oversees the process of receiving and indexing recorded documents including the scanning and microfilming process. Implements effective measures to safely store all recorded images per required state code.
- Responsible for all cash collections, balancing of receipts and banking functions.
- Serves as the Grant Administrator for the County Remonumentation Fund, working closely with the County Surveyor to contract with the State of Michigan. Oversees the expenditures of the fund.
- Serves as the chairperson of the Plat Board that provides oversight of the process of new plat development or the replating of existing plats in accordance with state guidelines.
- Prepares and administers an annual budget(s).
- Administers the department's technology system(s).
- Responsible for periodic reporting for the department.
- Performs the duties of staff during absences or times of increased workload.

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Revised: 2017

## **Knowledge, Skills, & Abilities:**

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, government officials, vendors, and the general public to obtain and provide information.
- Ability to read and comprehend documents including cash receipts, financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to operate a cash register and/or computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.

## **Minimum Qualifications:**

### Education:

- This is an elected position and there is no requirement for education. For job evaluation purposes, the recommended education requirement is at least an associate's degree in public administration or related field with coursework in management, employee relations, local government administration and similar areas.

### Experience:

- This is an elected position and there is no requirement for work experience. For job evaluation purposes, the recommended experience requirement is at least two years of progressively responsible governmental experience.

## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to move books weighing up to 20 lbs.

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Revised: 2017

- Requires the ability to operate a variety of office equipment such as a cash register, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

**Working Conditions:**

- Works in a comfortable office environment provided by the county.

**Other Requirements (if applicable):**

- None

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Revised: 2017

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Chief Deputy Registrar

**Salary Range:** PALSS

**Department:** Register of Deeds

**Hours:** 35 hours/week  
1,820 hours/year

**General Summary:**

Perm, Full time

Under the supervision of the Register of Deeds, enters data from recorded documents to the computer and runs and processes a variety of computer generated reports. Assists the public with recording documents and conducting file searches regarding property. serves as office manager of the Register of Deeds office and supervises the support staff.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Under the supervision of the Register of Deeds, enters data, taken from documents to be recorded, into a computerized system and runs and process a variety of computer generated reports. Works with printers, scanners, microfilm equipment, and other office equipment.
- Acts for the Register of Deeds in the absence of that official on matters related to the role and responsibilities of the Register of Deeds.
- Assists the public by checking and recording documents and conducting file searches regarding property. Cross-indexes recorded documents for future reference and retrieval. Redacts social security numbers.
- Compares data on the computer with the original recorded documents such as deeds, mortgages, and liens, for accuracy. Makes corrections on the computer, verifying information with title companies, banks and others as necessary. Posts the daily work to the permanent record for viewing by the public.

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Revised: 2017

- Prepares notices of corrections, discharges, partial releases, and other notations on permanent record cards.
- Collects fees and issues receipts for documents received and/or copied. Performs required billing functions.
- Handles and cares for all large/heavy books of record which are stored in a vault. Assists the public with these books when copies of documents are requested.
- Provides telephone assistance, processes mail in accordance with Michigan document recording requirements, provides copies to various parties, runs a variety of reports and performs various other support tasks as assigned by the Register of Deeds.
- Performs other functions of a Clerk or the Register of Deeds as required.

**Knowledge, Skills, & Abilities:**

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, government officials, vendors, and the general public to obtain and provide information.
- Ability to read and comprehend documents including cash receipts, financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to operate a cash register and/or computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.
- Knowledge of legal compliance and recordable condition requirements for documents processed by the Register of Deeds.
- Typing/Keyboarding skills needed for daily entry and cross-indexing of documents and related data entry work.

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## **Minimum Qualifications:**

### Education:

- High school or equivalent.

### Experience:

- Experience involving the processing of real estate documents or real estate work preferred.

## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to move books weighing up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as a cash register, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

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**Working Conditions:**

- Works in a comfortable office environment provided by the county.

**Other Requirements (if applicable):**

- None.

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Revised: 2017

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Deputy Registrar

**Salary Range:** PALSS

**Department:** Register of Deeds

**Hours:** 35 hours/week  
1,820 hours/year

**General Summary:**

Perm, Full time

Under the supervision of the Register of Deeds, enters data from recorded documents to the computer and runs and processes a variety of computer generated reports. Assists the public with recording documents and conducting file searches regarding property.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Under the supervision of the Register of Deeds, enters data, taken from documents to be recorded, into a computerized system and runs and processes a variety of computer generated reports. Works with printers, scanners, microfilm equipment, and other office equipment.
- Assists the public by checking and recording documents and conducting file searches regarding property. Cross-indexes recorded documents for future reference and retrieval. Redacts social security numbers.
- Compares data on the computer with the original recorded documents such as deeds, mortgages, and liens, for accuracy. Makes corrections on the computer, verifying information with title companies, banks and others as necessary. Posts the daily work to the permanent record for viewing by the public.
- Prepares notices of corrections, discharges, partial releases, and other notations on permanent record cards.

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- Collects fees and issues receipts for documents received and/or copied. Performs required billing functions.
- Handles and cares for all large/heavy books of record which are stored in a vault. Assists the public with these books when copies of documents are requested.
- Provides telephone assistance, processes mail in accordance with Michigan document recording requirements, provides copies to various parties, runs a variety of reports and performs various other support tasks as assigned by the Register of Deeds.

### **Knowledge, Skills, & Abilities:**

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, government officials, vendors, and the general public to obtain and provide information.
- Ability to read and comprehend documents including cash receipts, financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to operate a cash register and/or computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.
- Knowledge of legal compliance and recordable condition requirements for documents processed by the Register of Deeds.
- Typing/keyboarding skills needed for daily entry and cross-indexing of documents and related data entry work.

### **Minimum Qualifications:**

#### Education:

- High school or equivalent.

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### Experience:

- Experience involving real estate documents or real estate title work preferred.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to move books weighing up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as a cash register, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.

### **Working Conditions:**

- Works in a comfortable office environment provided by the county.

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**Other Requirements (if applicable):**

- None.

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Revised: 2017

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Back Indexing Registrar/Automation Recorder **Salary Range:** PALSS

**Department:** Register of Deeds

**Hours:** 10 hours/week

520 hours/year

**General Summary:**

Non-Perm,

Part time

Under the supervision of the Register of Deeds, examines previously recorded documents and cross-indexes these documents for future reference and retrieval.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Examines previously recorded documents and cross-indexes these documents for future reference and retrieval in accordance with state and departmental requirements.
- Inspects documents for personal identifying information and follows requirements to remove/redact the information.

### **Knowledge, Skills, & Abilities:**

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.

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- Ability to communicate orally with individuals such as co-workers, government officials, vendors, and the general public to obtain and provide information.
- Ability to read and comprehend documents including cash receipts, financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to operate a cash register and/or computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.

**Minimum Qualifications:**

Education:

- High school diploma or equivalent preferred.

Experience:

- At least three months of experience working with real estate documents or title work preferred.

**Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. May be required to move books weighing up to 20 lbs.
- Requires the ability to operate a variety of office equipment such as a cash register, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.

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- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.
- Ability to operate a motor vehicle.

**Working Conditions:**

- Works in a comfortable office environment provided by the county.

**Other Requirements (if applicable):**

- None

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**Section Break**

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: Non-Union

FLSA: Salary Exempt

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**Job Title:** Sheriff

**Salary Range:** PALSS

**Department:** Sheriff's Department

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Serves as the elected County Sheriff and is responsible for staffing and the operations of the department. Oversees road patrol, detectives and related seasonal activities such as ORV, marine, and snowmobile. Responsible for the jail and the constitutional and statutory provisions relating to the care and custody of inmates.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Oversees and participates in personnel management functions of employment, scheduling, making work assignments, reviewing performance, determining promotions and dealing with employee relations matters. Oversees departmental training, reviews training opportunities. Participates in labor negotiations as a member of the management team with final responsibility for all non-economic working conditions.
- Directs the operation and maintenance of the county jail to ensure adequate safeguards for personnel and inmates. Ensures that all applicable rights are observed and that adequate food service and medical care are provided. Oversees the transportation of offenders to and from jail, court, other jurisdictions, state and interstate detention facilities as needed.

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- Develops and recommends new and revised policies for the department. Ensures that policies reflect new laws, court decisions, and complies with policies and procedures adopted by the Board of Commissioners. Remains informed of legislative and court decisions affecting departmental operations and provides input to national, state, and local officials.
- Directs and participates in all administrative functions of the department, including coordinating the preparation of the annual budget for submission to the County Administrator, monitors the adopted budget for conformity to internal control requirements. Prepares specifications and approves all department expenditures, analysis and forecasts new program costs. Works collaboratively with the County Administrator and Board of Commissioners to maximize revenue generating functions and ensure expenditures are appropriate for mandated and/or non-mandated services for the benefit of the county.
- Assists staff with major investigations, problems and programs, may direct the investigation of serious crimes or incidents.
- Responds to complaints and suggestions that come up through the chain of command and determines the appropriate action to ensure effective and efficient services.
- Responds to complaints against a member of the department. Directs the investigation and determines appropriate disposition.
- Coordinates department activities with area and state law enforcement agencies. Arranges and oversees special service contracts within the county as appropriate.
- Attends meetings of various groups to explain policies and services and collect citizen input on law enforcement issues. Makes presentations to schools, community organizations and others.
- Confers with the Prosecuting Attorney on policies, procedures, complaints, and case investigations.
- Reviews reports of subordinate personnel and prepares regular reports of activities.
- Oversees and participates in the maintenance of all records and reports, ensuring compliance with applicable statutes and the regulations of various agencies.

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Revised: 2017

- Performs the duties of a deputy sheriff as necessary.
- Represents or designates staff to represent department on various law enforcement, common interest, or community service boards and commissions. Confers with other county officials in matters of mutual concern and to eliminate duplication of efforts.

### **Knowledge, Skills, & Abilities:**

- Knowledge and ability to operate law enforcement equipment such as, but not limited to, speed measuring device, standardized field sobriety test (SFST), data master and portable breath test (PBT), fire arm(s).
- Knowledge of, and ability to perform, accident scene investigations.
- Knowledge of Michigan law and legal updates. Ability to read and comprehend rules, regulations, policies, procedures, and the law for the purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
- Skills and abilities required for proper pursuit driving.
- Ability to perform physical control tactics.
- Firearm qualified.

### **Minimum Qualifications:**

#### Education:

- This is an elected position and there is no requirement for education. For job evaluation purposes, the recommended education requirement is a Bachelor's Degree in criminal justice, police administration, or related area.
- Certification by the Michigan Commission on Law Enforcement Standards (MCOLES).

#### Experience:

- This is an elected position and there is no requirement for experience. For job evaluation purposes, the recommended experience requirement is 6 years of experience as a law enforcement officer, including at least 4 years as a command officer, with field and administrative experience.

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## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, dragging, and carrying. Other movements include climbing over obstacles, jumping down from elevated surfaces, jump over obstacles, ditches, streams; crawl in confined areas to pursue, search, investigate or rescue.
- Capable of moving varying weights, exerting up to 50 lbs. of force occasionally and/or 25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move object. Additionally, during varying emergency situations will have to move unconscious people out of hazardous situations.
- Reaching by extending hands and arms in any direction; handling by seizing, holding, grasping, turning or otherwise working with hand or hands; fingering by picking, pinching or otherwise working with fingers primarily; feeling by perceiving attributes or objects such as size, shape, temperature or texture by means of skin receptors, particularly those of finger tips; talking by expressing or exchanging ideas by means of spoken words; hearing by perceiving the nature of sounds by ear.; seeing using the ability to perceive the nature of objects by the eye: acuity-far relies on clarity of vision at 20 feet or more; acuity-near relies on clarity of vision at 20 inches or less; depth perception-three dimensional vision relies on the ability to judge distance and space relationships so as to see objects where and as they actually are; field of vision is the area that can be seen up and down or to right and left while eyes are fixed on a given point.
  - Accommodations for vision: adjustment of lens of eye to bring an object into sharp focus resulting in 20/20 corrected vision for each eye. This item is especially important when doing near-point work at varying distances from eye.
  - Normal color vision relies on the ability to identify and distinguish colors.
  - Must have the ability to perform essential functions of the job at night as well as during the day and specifically must be free from a condition commonly referred to as “night blindness.”
- Possess normal hearing; height and weight in relation to each other as indicated by accepted medical standards; be free from any impediments of the senses.

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- Requires the ability to operate a variety of field and office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.
- Ability to operate a motor vehicle.

**Working Conditions:**

- Work is performed in varying environmental conditions, including office, jail, and adverse weather conditions as warranted.
- Hazardous conditions or situations in which there is danger to life, health or bodily injury. Conditions may include proximity to moving mechanical parts, electrical shock, scaffolding and high places, exposure to burns and radiant energy

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sources, exposure to varying types of explosives and exposure to toxic chemicals and biological agents.

- Exposure to inmates convicted of various criminal offenses.
- Exposure to people in various states of intoxication, emotional and mental conditions.
- Exposure to changes in temperature, foul odors, bodily fluids of others, and assault by individuals with various weapons.

**Other Requirements (if applicable):**

- Valid Michigan driver's license and a good driving record.

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: Non-Union

FLSA: Exempt

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**Job Title:** Undersheriff

**Salary Range:** PALSS

**Department:** Sheriff's Department

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Under the direction of the Sheriff, serves as the chief assistant to Sheriff. Assists in planning, administration, and direction of all departmental activities. Assumes command of the department in the absence of the Sheriff.

**Essential Duties and Responsibilities:**

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- Participates in labor negotiations as a member of the management team.
- Monitors daily operations of assigned areas, confers with supervisors regarding incidents and problems, and ensures compliance with departmental rules, regulations, policies, and procedures.
- Develops and recommends new and revised policies for the department. Confers with Sheriff on rules and objectives. Ensures that policies reflect new laws, court decisions, and complies with policies and procedures adopted by the Board of Commissioners. Remains informed of legislative and court decisions affecting departmental operations and provides input to national, state, and local officials.
- Responds to complaints and suggestions that come up through the chain of command and determines the appropriate action to ensure effective and efficient services.

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Revised: 2017

- Responds to complaints against a member of the department. Personally investigates or direct the investigation and determines appropriate disposition.
- Coordinates department activities with area and state law enforcement agencies. Arranges and oversees special service contracts within the county as appropriate.
- Represents the Sheriff at meetings of various groups to explain policies and services and collect citizen input on law enforcement issues. Makes presentations to schools, community organizations and others.
- Confers with the Prosecuting Attorney on policies, procedures, complaints, and case investigations.
- Reviews reports of subordinate personnel and prepares regular reports of activities.
- Oversees and participates in the maintenance of all records and reports, ensuring compliance with applicable statutes and the regulations of various agencies.
- Performs the duties of a deputy sheriff as necessary.
- In the absence of the Sheriff, assumes command of the department.
- Represents or designates staff to represent department on various law enforcement, common interest, or community service boards and commissions. Confers with other county officials in matters of mutual concern and to eliminate duplication of efforts.

### **Knowledge, Skills, & Abilities:**

- Knowledge and ability to operate law enforcement equipment such as, but not limited to, speed measuring device, standardized field sobriety test (SFST), data master and portable breath test (PBT), fire arm(s).
- Knowledge of, and ability to perform, accident scene investigations.
- Knowledge of Michigan law and legal updates. Ability to read and comprehend rules, regulations, policies, procedures, and the law for the purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
- Skills and abilities required for proper pursuit driving.
- Ability to perform physical control tactics.

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Revised: 2017

- Firearm qualified.

### **Minimum Qualifications:**

#### Education:

- Bachelor's Degree in criminal justice, police administration, or related area.
- Certification by the Michigan Commission on Law Enforcement Standards (MCOLES).

#### Experience:

- Recommended experience requirement is 6 years of experience as a law enforcement officer, including at least 3 years as a command officer, with field and administrative experience.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, dragging, and carrying. Other movements include climbing over obstacles, jumping down from elevated surfaces, jump over obstacles, ditches, streams; crawl in confined areas to pursue, search, investigate or rescue.
- Capable of moving varying weights, exerting up to 50 lbs. of force occasionally and/or 25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move object. Additionally, during varying emergency situations will have to move unconscious people out of hazardous situations.
- Reaching by extending hands and arms in any direction; handling by seizing, holding, grasping, turning or otherwise working with hand or hands; fingering by picking, pinching or otherwise working with fingers primarily; feeling by perceiving attributes or objects such as size, shape, temperature or texture by means of skin receptors, particularly those of finger tips; talking by expressing or exchanging ideas by means of spoken words; hearing by perceiving the nature of sounds by ear.; seeing using the ability to perceive the nature of objects by the eye: acuity-far relies on clarity of vision at 20 feet or more; acuity-near relies on clarity of vision at 20 inches or less; depth perception-three dimensional vision relies on the ability to judge distance and space relationships so as to see objects where and as they actually are; field of vision is the area that can be seen up and down or to right and left while eyes are fixed on a given point.

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- Accommodations for vision: adjustment of lens of eye to bring an object into sharp focus resulting in 20/20 corrected vision for each eye. This item is especially important when doing near-point work at varying distances from eye.
- Normal color vision relies on the ability to identify and distinguish colors.
- Must have the ability to perform essential functions of the job at night as well as during the day and specifically must be free from a condition commonly referred to as “night blindness.”
- Possess normal hearing; height and weight in relation to each other as indicated by accepted medical standards; be free from any impediments of the senses.
- Requires the ability to operate a variety of field and office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.

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Revised: 2017

- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.
- Ability to operate a motor vehicle.

**Working Conditions:**

- Work is performed in varying environmental conditions, including office, jail, and adverse weather conditions as warranted.
- Hazardous conditions or situations in which there is danger to life, health or bodily injury. Conditions may include proximity to moving mechanical parts, electrical shock, scaffolding and high places, exposure to burns and radiant energy sources, exposure to varying types of explosives and exposure to toxic chemicals and biological agents.
- Exposure to inmates convicted of various criminal offenses.
- Exposure to people in various states of intoxication, emotional and mental conditions.
- Exposure to changes in temperature, foul odors, bodily fluids of others, and assault by individuals with various weapons.

**Other Requirements (if applicable):**

- Valid Michigan driver's license and a good driving record.

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Administrative Assistant

**Salary Class:** PALSS

**Department:** Sheriff's Department

**Hours:** 40 hours/week  
2,080 hours/year  
Perm, Full time

### General Summary

The Administrative Assistant is under the direct supervision of the county Sheriff. Typical duties include processing subpoenas, civil paperwork, department payroll, mortgage foreclosures, and similar functions. Data entry and report generation (i.e., warrants, pistol licenses, sex offender registry), transcription, working with confidential information. Serves in a backup role for the department's Office Manager, as needed, and performs common office functions like preparing correspondence, telephones, working with the public, etc.

### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Duties and responsibilities may be added, deleted, or modified at any time.

- Performs all department payroll functions including tracking accrued hours (i.e. sick, vacation).
- Performs a number of business processes, including criminal subpoenas, child support, billing civil papers for service, mortgage foreclosures and Sheriff's sale, and similar functions.
- Performs Michigan Crime Incident Reporting (MICR), transcribes criminal incident reports, work with highly confidential information such as investigations and personnel disciplinary reports.
- Uploading/scanning documents into the department's records management system and creating required reports.
- Serves as the MICJIN Administrator. Performs all duties of LEIN TAC, including monthly validation reports, warrant entry and cancellations, generates LEIN reports as required.

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- Grant writing and management for Federal Forest, Secondary Road Patrol, ORV, and Snowmobile. Maintaining daily activity logs and reconciling with payroll for these grants.
- Performs data entry/reporting functions such as officer and detective daily statistics and activity, pistol purchase permits, sex offenders, and other databases, etc.
- Prepares correspondence for department staff, orders office supplies, answers telephones, files, develops department forms/databases, and other common office duties.
- Responsible for accounts receivables.

### **Knowledge, Skills, & Abilities:**

- Excellent oral & written communication skills.
- Ability to work independently and with minimal supervision; ability plan, coordinate, and schedule daily activities to maximize efficiency.
- Knowledge of criminal and civil procedure and the court system.
- Human resources experience.
- Ability to work with confidential information and understand the impact on the position and/or department if information is inadvertently disclosed.
- Knowledge of service deadlines and some general civil procedures.
- Ability to perform transcription.
- Knowledge of researching and writing effective grants.
- Knowledge of the county's financial management practices related to budgets, accounts payable, accounts receivable, and cash receipting functions.
- Clerical skills including, but not limited to, word processing, database creation, spreadsheets, bookkeeping/accounting, operation of various office machines, filing and customer assistance.

### **Minimum Qualifications**

#### Education:

- High school diploma or equivalent.

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## Experience

- A minimum of five years of experience as an administrative or executive secretary in a legal or criminal justice position, highly preferred.

## **Physical Requirements and Work Environment**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying.
- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to department employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.
- Ability to operate a motor vehicle.

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**Working Conditions:**

- Works in a comfortable office environment provided by the county.

**Other Requirements (if applicable):**

- Valid Michigan driver's license and a good driving record.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: POAM

FLSA: Non-Exempt

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**Job Title:** Deputy Sheriff

**Salary Range:** PALSS

**Department:** Sheriff's Department

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Under the direct supervision of the Uniform Services Lieutenant, regularly patrols the roadways to enforce local, state, and federal laws. Responds to a variety of calls requiring law enforcement and serves as a deterrent to crime. Assists with investigations.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Patrols the roadways, observing traffic for violators, wanted vehicles, helping stranded motorists, issues tickets, arrests violators and other law-breakers, and serves as a deterrent to criminal actions by presence in the area.
- Communicate effectively, including listening, both in person and over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations.
- Responds to a variety of citizen's complaints, assisting them by initiating an investigation, collecting evidence, interviewing witnesses, victims and suspects, and protecting crime scenes.
- Affect an arrest, forcibly if necessary, using restraint devices. Perform searches of persons which involve appropriate touching and feeling to detect potential

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weapons and contraband. Pursue fleeing suspects on foot both day and night in both familiar and unfamiliar terrain.

- Investigate traffic accidents and provides traffic control.
- Follows-up routine complaints and assists in the investigation of the more serious crimes.
- Prepares detailed reports to complaints, accidents, arrests, and daily activities.
- Appears in court to present evidence in cases.
- Load, unload, and fire handguns, shotguns, rifles and other agency firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.
- Manage interpersonal conflicts to maintain order.
- Exercise independent judgment within legal guidelines regarding reasonable suspicion of detention, when probable cause exists, a decision to use force, and the degree to which force should be used.
- Be able to function effectively while wearing a gas mask and body armor.
- Other duties include property checks, service of civil process, liquor inspections, testifying in court, providing general help and information to the public, crowd control, court security, and prisoner transport.
- Cooperates with other local, state, and federal law enforcement agencies to exchange information, participate in investigations.

### **Knowledge, Skills, & Abilities:**

- Knowledge and ability to operate law enforcement equipment such as, but not limited to, speed measuring device, standardized field sobriety test (SFST), data master and portable breath test (PBT), fire arm(s).
- Knowledge of, and ability to perform, accident scene investigations.
- Knowledge of Michigan law and legal updates. Ability to read and comprehend rules, regulations, policies, procedures, and the law for the purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
- Skills and abilities required for proper pursuit driving.
- Ability to perform physical control tactics.

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- Firearm qualified.

### **Minimum Qualifications:**

#### Education:

- Prefer at least an associate's degree in law enforcement or related field work;
- Must meet MCOLES certification requirements or already be MCOLES certified or be eligible for recertification under MCOLES guidelines.
- Must meet various certifications/training requirements that correlate with the knowledge, skills, and abilities, required to perform essential functions (i.e., fire arms, accident investigation).

#### Experience:

- Prefer prior experience as a law enforcement officer, but not required.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, dragging, and carrying. Other movements include climbing over obstacles, jumping down from elevated surfaces, jump over obstacles, ditches, streams; crawl in confined areas to pursue, search, investigate or rescue.
- Capable of moving varying weights, exerting up to 50 lbs. of force occasionally and/or 25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move object. Additionally, during varying emergency situations will have to move unconscious people out of hazardous situations.
- Reaching by extending hands and arms in any direction; handling by seizing, holding, grasping, turning or otherwise working with hand or hands; fingering by picking, pinching or otherwise working with fingers primarily; feeling by perceiving attributes or objects such as size, shape, temperature or texture by means of skin receptors, particularly those of finger tips; talking by expressing or exchanging ideas by means of spoken words; hearing by perceiving the nature of sounds by ear.; seeing using the ability to perceive the nature of objects by the eye: acuity-far relies on clarity of vision at 20 feet or more; acuity-near relies on clarity of vision at 20 inches or less; depth perception-three dimensional vision relies on the ability to judge distance and space relationships so as to see objects where and

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as they actually are; field of vision is the area that can be seen up and down or to right and left while eyes are fixed on a given point.

- Accommodations for vision: adjustment of lens of eye to bring an object into sharp focus resulting in 20/20 corrected vision for each eye. This item is especially important when doing near-point work at varying distances from eye.
- Normal color vision relies on the ability to identify and distinguish colors.
- Must have the ability to perform essential functions of the job at night as well as during the day and specifically must be free from a condition commonly referred to as “night blindness.”
- Possess normal hearing; height and weight in relation to each other as indicated by accepted medical standards; be free from any impediments of the senses.
- Requires the ability to operate a variety of field and office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.

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- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.
- Ability to operate a motor vehicle.

**Working Conditions:**

- Work is performed in varying environmental conditions, including office, patrol vehicle, and adverse weather conditions.
- Hazardous conditions or situations in which there is danger to life, health or bodily injury. Conditions may include proximity to moving mechanical parts, electrical shock, scaffolding and high places, exposure to burns and radiant energy sources, exposure to varying types of explosives and exposure to toxic chemicals and biological agents.
- Working venues may involve: boat, patrol vehicle, smoke ejectors, axe, chisel, crowbar, firearms, restraint devices, hose nozzle, alarms, call box, camera, hydrant, radio, respirator, telephone equipment, caution sign, ladder, map, protective clothing, ticket book, computers, do-rite, optical scanners, electronic equipment, tape recorders, charts, diagrams, federal and state statute books, reference books.

**Other Requirements (if applicable):**

- Valid Michigan driver's license and a good driving record.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: POAM

FLSA: Non-Exempt

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**Job Title:** Deputy Sheriff - Marine

**Salary Range:** PALSS

**Department:** Sheriff's Department

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Under the direct supervision of the Uniform Services Lieutenant, regularly patrols the roadways and waterways to enforce local, state, and federal laws. Responds to a variety of calls requiring law enforcement and serves as a deterrent to crime. Assists with investigations.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Operate department watercraft.
- Inspect watercraft for violations of Michigan marine laws, searches for and rescues disabled watercraft, searches for and recovers bodies of drowning victims, performs selective and routine patrol of waterways, investigates boating and water accidents and complaints, and renders assistance to the public.
- Capable swimmer and trained for in-water rescue.
- Conducts marine, snowmobile, and hunter safety education, report preparation, boat and equipment maintenance, and any other duties that may be assigned.
- Supervises seasonal marine officers.
- Collects data and provides reports for marine grants.

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- Patrols the roadways, observing traffic for violators, wanted vehicles, helping stranded motorists, issues tickets, arrests violators and other law-breakers, and serves as a deterrent to criminal actions by presence in the area.
- Communicate effectively, including listening, both in person and over law enforcement radio channels while initiating and responding to radio communications, often under adverse conditions such as siren usage and high speed vehicle operations.
- Responds to a variety of citizen's complaints, assisting them by initiating an investigation, collecting evidence, interviewing witnesses, victims and suspects, and protecting crime scenes.
- Affect an arrest, forcibly if necessary, using restraint devices. Perform searches of persons which involve appropriate touching and feeling to detect potential weapons and contraband. Pursue fleeing suspects on foot both day and night in both familiar and unfamiliar terrain.
- Investigate traffic accidents and provides traffic control.
- Follows-up routine complaints and assists in the investigation of the more serious crimes.
- Prepares detailed reports to complaints, accidents, arrests, and daily activities.
- Appears in court to present evidence in cases.
- Load, unload, and fire handguns, shotguns, rifles and other agency firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.
- Manage interpersonal conflicts to maintain order.
- Exercise independent judgment within legal guidelines regarding reasonable suspicion of detention, when probable cause exists, a decision to use force, and the degree to which force should be used.
- Be able to function effectively while wearing a gas mask and body armor.
- Other duties include property checks, service of civil process, liquor inspections, testifying in court, providing general help and information to the public, crowd control, court security, and prisoner transport.
- Cooperates with other local, state, and federal law enforcement agencies to exchange information, participate in investigations.

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## **Knowledge, Skills, & Abilities:**

- Capable swimmer and trained for in-water rescue.
- Knowledge of boating and marine equipment and laws.
- Ability to operate a variety of marine watercraft.

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- Knowledge and ability to operate law enforcement equipment such as, but not limited to, speed measuring device, standardized field sobriety test (SFST), data master and portable breath test (PBT), fire arm(s).
  - Knowledge of, and ability to perform, accident scene investigations.
  - Knowledge of Michigan law and legal updates. Ability to read and comprehend rules, regulations, policies, procedures, and the law for the purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
  - Skills and abilities required for proper pursuit driving.
  - Ability to perform physical control tactics.
  - Firearm qualified.

## **Minimum Qualifications:**

### Education:

- Completion of DNR Marine School.
- Prefer at least an associate's degree in law enforcement or related field work;
- Must meet MCOLES certification requirements or already be MCOLES certified or be eligible for recertification under MCOLES guidelines.
- Must meet various certifications/training requirements that correlate with the knowledge, skills, and abilities, required to perform essential functions (i.e., fire arms, accident investigation).

### Experience:

- Prefer prior experience as a law enforcement officer, but not required.

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## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, dragging, and carrying. Other movements include climbing over obstacles, jumping down from elevated surfaces, jump over obstacles, ditches, streams; crawl in confined areas to pursue, search, investigate or rescue.
- Capable of moving varying weights, exerting up to 50 lbs. of force occasionally and/or 25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move object. Additionally, during varying emergency situations will have to move unconscious people out of hazardous situations.
- Reaching by extending hands and arms in any direction; handling by seizing, holding, grasping, turning or otherwise working with hand or hands; fingering by picking, pinching or otherwise working with fingers primarily; feeling by perceiving attributes or objects such as size, shape, temperature or texture by means of skin receptors, particularly those of finger tips; talking by expressing or exchanging ideas by means of spoken words; hearing by perceiving the nature of sounds by ear.; seeing using the ability to perceive the nature of objects by the eye: acuity-far relies on clarity of vision at 20 feet or more; acuity-near relies on clarity of vision at 20 inches or less; depth perception-three dimensional vision relies on the ability to judge distance and space relationships so as to see objects where and as they actually are; field of vision is the area that can be seen up and down or to right and left while eyes are fixed on a given point.
  - Accommodations for vision: adjustment of lens of eye to bring an object into sharp focus resulting in 20/20 corrected vision for each eye. This item is especially important when doing near-point work at varying distances from eye.
  - Normal color vision relies on the ability to identify and distinguish colors.
  - Must have the ability to perform essential functions of the job at night as well as during the day and specifically must be free from a condition commonly referred to as “night blindness.”
- Possess normal hearing; height and weight in relation to each other as indicated by accepted medical standards; be free from any impediments of the senses.

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- Requires the ability to operate a variety of field and office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.
- Ability to operate a motor vehicle.

**Working Conditions:**

- Work is performed in varying environmental conditions, including office, watercraft, patrol vehicle, and adverse weather conditions.
- Hazardous conditions or situations in which there is danger to life, health or bodily injury. Conditions may include proximity to moving mechanical parts, electrical shock, scaffolding and high places, exposure to burs and radiant energy

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sources, exposure to varying types of explosives and exposure to toxic chemicals and biological agents.

- Working venues may involve: boat, patrol vehicle, smoke ejectors, axe, chisel, crowbar, firearms, restraint devices, hose nozzle, alarms, call box, camera, hydrant, radio, respirator, telephone equipment, caution sign, ladder, map, protective clothing, ticket book, computers, do-rite, optical scanners, electronic equipment, tape recorders, charts, diagrams, federal and state statute books, reference books.

**Other Requirements (if applicable):**

- Valid Michigan driver's license and a good driving record.

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: POAM

FLSA: Non-Exempt

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**Job Title:** Corrections Officer

**Salary Range:** PALSS

**Department:** Sheriff's Department

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Under the direct supervision of a Corrections Sergeant, maintains the security of inmates processed through the jail and the facility directly. Receive, house, and release inmates and supervises inmates while housed. Carries out assignments as directed or in accordance with department policy and state and federal law.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Receives, processes, and releases (when authorized) inmates through a computerized booking system, fingerprinting, photographing, etc. Supervises inmates within the jail and while transporting to court, hospital, or other locations in a secure manner.
- Completes and maintains required jail logs, forms, files, reports, and other records pertaining to daily activities within the jail.
- Makes security checks both inside and outside the jail, enforces jail rules, makes reports for violations and unusual occurrences, and assists the public and inmate's family members with information concerning an inmate's stay in the facility. Participates in periodic searches of inmates and cells.
- Distribute meals to inmates, collects and counts dishes and eating utensils.

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- Provides medications and other medical care; perform CPR and emergency First Aid in emergency situations.
- Communicate effectively, including listening, both in person and over law enforcement radio channels.
- Load, unload, and fire handguns, shotguns, rifles and other agency firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.
- Manage interpersonal conflicts to maintain order.
- Subdue resisting subjects using hands and feet while employing defensive tactics, maneuvers, and approved non-lethal weapons. Perform searches of persons which involve appropriate touching and feeling to detect potential weapons and contraband.
- Ability to read and comprehend rules, regulations, policies, procedures, and the law for the purposes of ensuring appropriate officer behavior/response and performing enforcement activities involving the public.
- Processes requests for inmate commissary items, obtains and records the release of monies from personal property accounts. Keeps inmates' accounts up to date.
- In times of emergency, may be called upon to assist the road patrol division.
- As directed, trains new corrections officers following department training guidelines.
- As needed, performs cleaning tasks in the jail.

### **Knowledge, Skills, & Abilities:**

- Knowledge of, and the ability to perform CPR and other First Aid skills.
- Knowledge, skills, and abilities attained through various trainings (Taser, fire, drug, Excited Delirium, Crime scene, PPCT, Intro into gangs, Narco Terrorism Border wars, Report writing, Highly Enhanced Jail management, Pistol safety, Overdose Prevention & ADAPT Narcan rescue, Inmate Search Procedures & Suicide Prevention, and GAGE)
- Knowledge and ability to properly perform weapons control.

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- Knowledge of blood borne pathogens and ability to exercise the necessary steps to mitigate cross contamination.
- Knowledge, skills, and abilities to execute appropriate defensive tactics.
- Data master certification.

### **Minimum Qualifications:**

#### Education:

- High school diploma or GED equivalent. College courses in corrections highly preferred.
- Must successfully complete or have completed the Michigan Sheriff Coordinating and Training Council's (MSCTC) "Local Corrections Officer Academy as directed.

#### Experience:

- Experience in county-level corrections is highly preferred.

#### Other:

- No felony convictions; Must be at least 18 years of age; Must be a U.S. citizen.
- Must be able to receive and maintain a valid concealed pistol license (CPL).
- Must pass the Michigan Sheriff's Association EMPCO written exam and submit documentation: [www.empco.net/msa](http://www.empco.net/msa)
- Must pass a physical agility exam: [www.empco.net/testing/information.php#qualifying](http://www.empco.net/testing/information.php#qualifying)
- Must possess good moral character as determined by a favorable comprehensive background investigation covering school and employment records, the use of illegal controlled substances, state and federal fingerprint records, home environment, as well as personal traits and integrity.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, dragging, and carrying. Capable of moving varying weights. Exerting up to 30 lbs. of force occasionally, and/or up to 10 lbs. of force frequently and/or a negligible amount of force constantly to move objects. In an emergency, must be capable of moving an unconscious person to safety. Physical demand

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requirements are in excess of those for sedentary work. Light work usually requires walking or standing to a significant degree.

- Reaching by extending hands and arms in any direction; handling by seizing, holding, grasping, turning or otherwise working with hand or hands; fingering by picking, pinching or otherwise working with fingers primarily; feeling by perceiving attributes or objects such as size, shape, temperature or texture by means of skin receptors, particularly those of finger tips; talking by expressing or exchanging ideas by means of spoken words; hearing by perceiving the nature of sounds by ear.; seeing using the ability to perceive the nature of objects by the eye: acuity-far relies on clarity of vision at 20 feet or more; acuity-near relies on clarity of vision at 20 inches or less; depth perception-three dimensional vision relies on the ability to judge distance and space relationships so as to see objects where and as they actually are; field of vision is the area that can be seen up and down or to right and left while eyes are fixed on a given point.
  - Accommodations for vision: adjustment of lens of eye to bring an object into sharp focus resulting in 20/20 corrected vision for each eye. This item is especially important when doing near-point work at varying distances from eye.
  - Normal color vision relies on the ability to identify and distinguish colors.
  - Must have the ability to perform essential functions of the job at night as well as during the day and specifically must be free from a condition commonly referred to as “night blindness.”
- Requires the ability to operate a variety of field and office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.

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- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.
- Ability to operate a motor vehicle and grounds keeping equipment.

**Working Conditions:**

- Work is performed in varying environmental conditions, but predominantly inside the county jail.
- Hazardous conditions or situations in which there is danger to life, health or bodily injury. Conditions may include proximity to moving mechanical parts, electrical shock, scaffolding and high places, exposure to burs and radiant energy sources, exposure to varying types of explosives and exposure to toxic chemicals and biological agents.
- Physical hazards dealing with unruly inmates.
- Working venues may involve: department vehicles, firearms, restraint devices, fire equipment, alarms, camera, radio, telephone equipment, map, protective clothing, respirator, computers, baton, Taser, O.C. gas, diagrams, and federal and state statute books, reference books.

**Other Requirements (if applicable):**

- Valid Michigan driver's license and a good driving record.

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Revised: 2017

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Head Cook

**Salary Class:** PALSS

**Department:** Sheriff's Department

**Hours:** 40 hours/week  
2,080 hours/year  
Perm, Full time

### General Summary

Under the direction of the Sheriff and Corrections Lieutenant, prepares and serves meals to residents of the county jail. Develops and reviews menu plans, plans cooking schedules and prepares a variety of meals and special dietary items. Oversees trustees who assist with food service and clean up tasks.

### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Duties and responsibilities may be added, deleted, or modified at any time.

- Develops and reviews menu plans to determine types and quantities of foodstuffs necessary for meals. Removes necessary food products from storage, or cooler, or freezer.
- Plans cooking schedules so all meal items are ready at specific times. Maintains ongoing count of meals to be served and ensures the appropriate number of meals are sent to residents of the county jail.
- Performs and oversees preliminary food preparation activities such as washing and paring vegetables and fruits, chopping and slicing food products, mixing ingredients.
- Prepares and cooks main course meals for breakfast, lunch, dinner. Records cooking temperatures. Bakes various food items.

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- Oversees and participates in the portioning of food on serving trays for distribution. Ensures that appropriate temperature of food is maintained in the serving process.
- Prepares meals in accordance with medical recommendations for persons with special dietary needs such as diabetic, low sodium, low cholesterol, high fiber, and other requirements such as extra snacks, liquid, and soft diets.
- Utilizes a variety of kitchen utensils and equipment such as blenders, ovens, mixers, grinders, fryers, steamers, and slicers to prepare meals. Maintains a daily count of knives and utensils, making sure they are in locked drawers and/or cabinets.
- Maintains sanitary and orderly cooking conditions by ensuring the proper cleaning of meal preparation areas, cooking utensils, dishes, appliances, food storage areas and floors.
- Removes food from freezer in time to be ready in accordance with menu plans. Monitors temperatures of coolers and freezers.
- Performs directly and/or oversees trustees in washing trays, dishes, pots and pans, sweeping and mopping and related cleaning tasks and assisting in food preparation tasks. Trains trustees to serve food and perform related tasks. Issues knives, cleaning supplies, gloves, aprons, and other supplies.
- Maintains food service census data to help guide meal planning.
- Closes the kitchen, including ensuring proper cleaning and sanitizing of kitchen and all equipment, ensuring ovens and other equipment are powered off. Documents knife and utensil inventory, making sure they are secured. Locks down the kitchen as necessary.

**Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, punctuation, business writing such as letters, memoranda, reports, and forms.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data. May include database, spreadsheet, and word processing software.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.

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- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Ability to communicate orally with individuals, co-workers, and others in order to obtain and provide information.
- Ability to read and comprehend documents, records and other correspondence.
- Ability to work independently and with minimal supervision; ability to plan, coordinate, and schedule daily activities to maximize efficiency.

## **Minimum Qualifications**

### Education:

- High school diploma or equivalent. Prefer some coursework in nutrition or related areas.

### Experience

- Some experience cooking for large groups with varying dietary needs.

## **Physical Requirements and Work Environment**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. Standing for long periods of time.
- Requires the ability to operate a variety of kitchen equipment.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements when using kitchen equipment.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks, for instance, food labels, equipment operating instructions.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, with menu planning, food service census, and similar tasks.
- Requires the ability to provide guidance to others, such as trustees working in the kitchen. Must know how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as food labels.

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- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.

**Working Conditions:**

- Works in an institutional kitchen setting including ovens, freezers, blenders, steamers, and other various equipment items.
- Exposure to hot and cold surfaces.
- Works with various sharps.
- Works with trustees.
- Exposure to cleaning supplies and chemicals.

**Other Requirements (if applicable):**

- None.

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# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Cook – Part time

**Salary Class:** PALSS

**Department:** Sheriff's Department

**Hours:** As needed  
Variable, part-time

### General Summary

Under the direction of the Sheriff and Corrections Lieutenant, prepares and serves meals to residents of the county jail. Develops and reviews menu plans, plans cooking schedules and prepares a variety of meals and special dietary items. Oversees trustees who assist with food service and clean up tasks.

### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Duties and responsibilities may be added, deleted, or modified at any time.

- Assists with developing and reviewing menu plans to determine types and quantities of foodstuffs necessary for meals. Removes necessary food products from storage, or cooler, or freezer.
- Assists with cooking schedules so all meal items are ready at specific times. Maintains ongoing count of meals to be served and ensures the appropriate number of meals are sent to residents of the county jail.
- Assists with preliminary food preparation activities such as washing and paring vegetables and fruits, chopping and slicing food products, mixing ingredients.
- Prepares and cooks main course meals for breakfast, lunch, dinner. Records cooking temperatures. Bakes various food items.
- Assists with the portioning of food on serving trays for distribution. Ensures that appropriate temperature of food is maintained in the serving process.

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- Prepares meals in accordance with medical recommendations for persons with special dietary needs such as diabetic, low sodium, low cholesterol, high fiber, and other requirements such as extra snacks, liquid, and soft diets.
- Utilizes a variety of kitchen utensils and equipment such as blenders, ovens, mixers, grinders, fryers, steamers, and slicers to prepare meals. Maintains a daily count of knives and utensils, making sure they are in locked drawers and/or cabinets.
- Maintains sanitary and orderly cooking conditions by ensuring the proper cleaning of meal preparation areas, cooking utensils, dishes, appliances, food storage areas and floors.
- Removes food from freezer in time to be ready in accordance with menu plans. Monitors temperatures of coolers and freezers.
- May assist with overseeing trustees in washing trays, dishes, pots and pans, sweeping and mopping and related cleaning tasks and assisting in food preparation tasks. Trains trustees to serve food and perform related tasks. Issues knives, cleaning supplies, gloves, aprons, and other supplies.
- Maintains food service census data to help guide meal planning.
- Closes the kitchen, including ensuring proper cleaning and sanitizing of kitchen and all equipment, ensuring ovens and other equipment are powered off. Documents knife and utensil inventory, making sure they are secured. Locks down the kitchen as necessary.

**Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, punctuation, business writing such as letters, memoranda, reports, and forms.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data. May include database, spreadsheet, and word processing software.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages.
- Ability to communicate orally with individuals, co-workers, and others in order to obtain and provide information.

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- Ability to read and comprehend documents, records and other correspondence.
- Ability to work independently and with minimal supervision; ability to plan, coordinate, and schedule daily activities to maximize efficiency.

## **Minimum Qualifications**

### Education:

- High school diploma or equivalent. Prefer some coursework in nutrition or related areas.

### Experience

- Some experience cooking for large groups with varying dietary needs.

## **Physical Requirements and Work Environment**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying. Standing for long periods of time.
- Requires the ability to operate a variety of kitchen equipment.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements when using kitchen equipment.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks, for instance, food labels, equipment operating instructions.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, with menu planning, food service census, and similar tasks.
- Requires the ability to provide guidance to others, such as trustees working in the kitchen. Must know how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as food labels.
- Requires the ability to communicate orally and in writing.

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- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.

**Working Conditions:**

- Works in an institutional kitchen setting including ovens, freezers, blenders, steamers, and other various equipment items.
- Exposure to hot and cold surfaces.
- Works with various sharps.
- Works with trustees.
- Exposure to cleaning supplies and chemicals.

**Other Requirements (if applicable):**

- None.

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**Section Break**

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Exempt

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**Job Title:** Technology Coordinator

**Salary Range:** PALSS

**Department:** Technology Department

**Hours:** 40 hours/week  
2,080 hours/year

**General Summary:**

Perm, Full time

Under the supervision of the County Administrator, the Technology Coordinator is responsible for coordinating all activities involving technology for the County. Maintains and administers the County's campus area network (CAN) and related computing environments; including hardware, systems software, applications software, and all configurations. Develops strategic plans, determines system requirements, and evaluates alternatives. Develops and manages the department budget while determining cost-effective solutions for the implementation of new technologies.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Works as a professional and confidential employee with access to critical information used to maintain daily operations of the County departments and their records/data.
- Develops and maintains technology goals, policies, and procedures.
- Stays abreast of advances in technology. Works closely with other local governments in a collaborative effort.
- Evaluates the County's technology use and needs and recommends improvements; such as hardware and software upgrades.
- Meets with department heads, managers, supervisors, vendors, and others to solicit cooperation and resolve problems.
- Recommends and purchases necessary equipment.

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Revised: 2017

- Installs, configures, maintains, and monitors hardware and software associated with the County's computer and network infrastructure; including software applications, cabling, security appliances, servers, switches, printers, and peripherals.
- Performs strategic and short-term operational planning for the department.
- Establishes and maintains network user accounts, e-mail, file system, and network security.
- Performs data backups and disaster recovery operations.
- Provides users with training and technical support for computer-related problems.
- Plans, coordinates, and implements network security measures to protect data, hardware, and software. Provide users with security awareness training and other related resources.
- Administers and troubleshoots issues with the VoIP phone system and related voice services and equipment; such as voicemail and call reporting software.
- Performs administrative functions such as developing annual budget proposal for review by the County Administrator, administering the approved program budget, monitoring expenditures, administering grants including ensuring that related reports and financial documentations are in compliance with existing regulations. Prepare and file reports related to compliance matters.

### **Knowledge, Skills, & Abilities:**

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of generally accepted accounting and bookkeeping principles.
- Specialized knowledge of theory and practices related to computer science.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of basic customer service principles and ability to apply the principles.
- Knowledge of applicable employee rights, protections and avenues of appeal.
- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees.

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- Skill in assigning, prioritizing, monitoring, and reviewing work assignments.
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes.
- Ability to effectively work with various vendors providing products and services to the county.
- Ability to understand managerial policies and prioritize the needs of the unit.
- Appropriately and effectively represent the County at a variety of technology related events and/or activities.
- Skill in researching and resolving a variety of technology problems to ensure operational effectiveness of all digital systems.
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to facilitate meetings effectively and efficiently.
- Ability to plan, implement and evaluate strategic plans and project plans.
- Ability to accurately organize and maintain paper documents and electronic files.
- Ability to maintain the confidentiality of information and professional boundaries.
- Ability to use County resources effectively and efficiently.

### **Minimum Qualifications:**

#### Education:

- Associates Degree in computer science, information systems, or equivalent, with specific coursework in network infrastructure, servers, wireless, and a variety of peripheral devices. A Bachelor's Degree is highly preferred.
- Network certification(s) highly desirable.

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### Experience:

- At least two years of experience working with a Microsoft-based computer network, server configurations, managing data backups, email and related areas. Previous experience developing strategic plans and project plans highly preferred.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements (climb stairs, bend, kneel, crouch), some of which may be for an extended period of time.
- Requires the ability to operate a variety of office IT-specific equipment such as computer terminal, servers, data backup devices, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier. Tasks may involve extended periods of time working with some of this equipment.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use, walking, and similar.
- Tasks involve the ability to exert light to moderate physical effort in sedentary and physically active work environments, which may involve some lifting, carrying, pushing and pulling of objects weighing up to 50 pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as plans and maps, including computer software operating manuals, procedures, guidelines and non-routine correspondence.

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- Requires the ability to communicate orally and in writing with county officials and their employees.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

**Working Conditions:**

- Works in an office environment that may involve multiple county buildings.
- Subject to work related calls after normal business hours.
- On-call status 24/7 for emergencies.

**Other Requirements (if applicable):**

- Valid Michigan driver's license and a good driving record.

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Revised: 2017

**Section Break**

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Transfer Station Operator

**Salary Range:** PALSS

**Department:** Transfer Station/Recycling Center

**Hours:** 35 hours/week  
1,820 hours/year

**General Summary:**

Perm, Full time

Under the direction of the County Administrator, responsible for facility operations and compliance with all applicable laws governing acceptance, handling, and disposal of solid waste and recycling materials.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Coordinate all facility activities.
- Supervise part-time staff.
- Collect fees, issue receipts, and balance daily cash reports. Deposit fees with the County Treasurer.
- Prepare an annual budget and submit to the County Administrator.
- Assist the County Administrator with preparation and submission of required permits.
- Prepare periodic reports related to facility operations, such as types and volume of waste and recycle material.
- Perform grounds keeping functions.

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## **Knowledge, Skills, & Abilities:**

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, government officials, vendors, and the general public to obtain and provide information.
- Ability to read and comprehend documents including cash receipts, financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to operate a cash register and/or computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.

## **Minimum Qualifications:**

### Education:

- High school diploma.

### Experience:

- One year of experience working with solid waste and recycle materials highly desirable.

## **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying.
- Requires the ability to operate a variety of office equipment such as a cash register, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.

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Revised: 2017

- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.
- Ability to operate a motor vehicle.

**Working Conditions:**

- Generally, work is regularly performed in an outdoor environment with exposure to adverse environmental conditions.

**Other Requirements (if applicable):**

- Successful completion of the MI-OSHA Powered Industrial Truck Operator's Test; Equipment Operator Permit for a minimum of an industrial tractor and forklift material handler.

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Revised: 2017

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Transfer Station Attendant

**Salary Range:** PALSS

**Department:** Transfer Station/Recycling Center

**Hours:** 21 hours/week  
1,092 hours/year

**General Summary:**

Perm, Part time

Under the direction of the Transfer Station Operator and/or County Administrator, serves as the gate and office attendant and performs facility operations as directed and in compliance with all applicable laws governing acceptance, handling, and disposal of solid waste and recycling materials.

**Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the department head. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Serve as the gate and office attendant.
- Collect fees, issue receipts, and assist with balancing daily cash reports as needed. Deposit fees with the County Treasurer as needed.
- Interact with the general public regarding use of the facility.
- Operates appropriate equipment.
- Prepare periodic reports related to facility operations, such as types and volume of waste and recycle material.
- Perform grounds keeping functions.

**Knowledge, Skills, & Abilities:**

- Knowledge of mathematics to include addition, subtraction, multiplication, division and percentages as needed.

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- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with individuals such as co-workers, government officials, vendors, and the general public to obtain and provide information.
- Ability to read and comprehend documents including cash receipts, financial reports and other correspondence.
- Ability to accurately file documents and records.
- Ability to establish and maintain effective working relationships with coworkers and the general public.
- Ability to operate a cash register and/or computer and software such as database, spreadsheets and word processing as needed to compile and analyze data.
- Ability to meet required deadlines.

### **Minimum Qualifications:**

#### Education:

- High school diploma.

#### Experience:

- Less than one year of experience working with solid waste and recycle materials acceptable.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires physical movements and the ability to exert effort consistent with bending, lifting, and carrying.
- Requires the ability to operate a variety of office equipment such as a cash register, computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.

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Revised: 2017

- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.
- Ability to operate a motor vehicle.

**Working Conditions:**

- Generally, work is regularly performed in an outdoor environment with exposure to adverse environmental conditions.

**Other Requirements (if applicable):**

- Successful completion of the MI-OSHA Powered Industrial Truck Operator's Test; Equipment Operator Permit for a minimum of an industrial tractor and forklift material handler, highly desirable.

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Revised: 2017

**Section Break**

# Oceana County

## JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

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**Job Title:** Veterans Services Officer

**Salary Range:** PALSS

**Department:** Department of Veterans' Affairs

**Hours:** 29 hours/week  
1,508 hours/year

**General Summary:**

Perm, Part time

Under the supervision of the Veterans Affairs Committee, this position will coordinate and assist in the administration of the County's Veteran Services Office. Conducts interviews, counsels and assists veterans and/or their dependents in obtaining assistance to which they may be entitled from the U.S. Department of Veterans Affairs or the County Veterans' Relief Fund. Reviews medical statements regarding physical and mental diseases and disabilities that are presented for initial claims and/or appeal action to the U.S. Department of Veterans Affairs on behalf of veterans and/or their dependents. Develops and presents informational speeches, benefits awareness fairs, programs, and problem-solving sessions to increase awareness of veterans benefits and programs and responds to veterans, dependents, legislators, and veterans service organizations regarding benefit questions.

### **Essential Duties and Responsibilities:**

*These examples may not include all of the duties which the employee is expected to perform. Other duties may be added at the discretion of the supervising committee. To perform this job successfully, an individual must be able to perform essential functions satisfactorily. Duties and responsibilities may be added, deleted, or otherwise modified at any time.*

- Advises veterans, their dependents, and survivors regarding the benefits available to them through the U. S. Department of Veterans' Affairs (VA) as well as various State resources and Oceana County Service Organizations.
- Interviews, counsels, and provides technical assistance to veterans, dependents and survivors in filing their applications for VA, State, and County benefits or other veteran service related services.
- Gathers evidence and supporting documentation necessary to process applications.

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- Investigates, researches, interprets, and applies Federal, State and local laws and regulations related to veteran's benefits. Determines the effects of laws and regulations on benefits which veterans, dependents, and survivors may be entitled.
- Monitors change in Federal, State, and local laws and regulations as well as Regional VA decisions, U. S. Court of Veteran's Appeals decisions, Attorney General, and Prosecuting Attorney Opinions to ensure accurate and timely advice when handling claimant's requests for benefits and services.
- Assists veterans with obtaining appropriate medical, psychological and/or hospitalization for medical, psychological, alcohol/drug problems, and assists the claimant regarding admission, transportation, and custody in emergency situations. Assists aging veterans by finding appropriate housing, in-home care, or a nursing home.
- Researches, develops, and writes appeals from the decision of the VA to be presented to the Board of Veterans' Appeals (BVA) or the U. S. Court of Appeal for Veterans Claims (CAVC).
- Provides information on eligibility requirements and precedents for various benefits. Acts as an intake officer for Oceana County Veterans' Relief Fund.
- Reviews and evaluates documentation such as military service records, medical reports, income, and estate values to determine individual and family qualifications for claims and benefits.
- Represents claimants as an advocate at local, District, and Regional VA hearings, determines the status of claims, clarification of requests, and further development of claims.
- Confers with appropriate agencies within the Federal, State, local governments, charitable, educational, and social services agencies, as well as veteran's service organizations to facilitate services to clients, maintain cooperative working relationships, and be familiar with new programs and services that become available.
- Represents the department at a variety of meetings, events, and conferences involving veteran's services.
- Maintains client and Department records and completes various reports as required by various the Department, Federal, State, and local agencies.
- Maintains currency on changes in programs or new legislation affecting veterans.
- Conducts studies, analyzes information, and evaluates alternatives when making recommendations or appealing VA adjudications and prepares narrative report of findings.

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- Recommends additions to or changes to current Standard Operating Procedure and ensures that those policies are properly implemented.
- Reports all instances of fraud, or perjury to the Committee Chair and preserves all documents and evidence related to the offense. Works with the County Sheriff and Prosecutor in investigating and/or prosecuting the alleged offender.
- Maintains the Department website blog and information and data postings.

**Knowledge, Skills, & Abilities:**

- Knowledge of applicable laws such as County Department of Veterans' Affairs Act 192, etc.
- Knowledge of county policies such as budgetary, purchasing, etc.
- Able to use standard office equipment including computers, printers, scanners, and projectors skillfully.
- Self-starter, detail oriented, self-managing, and able to work with diverse people in various friendly and adversarial environments.
- Able to consistently handle the mental stressors in a highly emotional setting appropriately.
- Able to perform mathematical computations,
- Able to perform basic statistical calculations.
- Knowledge of basic Anatomy, Physiology, and pharmaceuticals.
- Able to effectively use reference books related to Anatomy, Physiology, PDR, Merck Manual, Medical and Psychological Diagnostic Manuals and codes.
- Able to effectively use Microsoft Office "365" (Word, Excel, PowerPoint, EndNote, and Access).
- Knowledge of county policies such as budgetary, purchasing, etc.
- Ability to communicate in writing to include proper usage of English, grammar, punctuation, spelling, and business writing to prepare letters, memoranda, reports, and forms.
- Ability to communicate orally with distressed and non-distressed individuals and to make timely decisions.
- Ability to accurately file documents and records in accordance with VA, state, and country requirements.

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- Ability to establish and maintain effective working relationships with veterans, county employees, elected/appointed officials, and citizens.
- Ability to meet required deadlines and manage multiple tasks and projects.
- Ability to use WordPress.

### **Minimum Qualifications:**

#### Education:

- Possesses a Bachelor's degree in Public Administration, Social Work, Medical Science, or Health Sciences. May substitute 2 years of progressively responsible related work as a Veteran's Service Officer as evidenced by Diploma and/or transcripts.
- Willing to attend the National Association of County Veterans Service Officers' school and pass the written examination with a score of 75% or greater to qualify for an accreditation letter from the VA.
- Valid Michigan driver's license, insurance, and a good driving record.

#### Experience:

- One to two years of related experience in an office administrative capacity including case management and working with the public.
- Veteran of the U.S. Armed Forces desired by not required.
- Knowledge of VETRASPEC and/or VBMS (Veterans' Benefit Management System) desired but not required.

### **Physical and Mental Abilities Required for Performing Essential Job Functions:**

- Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier; sitting for prolonged periods of time.
- Requires the ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

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- Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
- Requires the ability to provide guidance, assistance and/or interpretation to others, such as to veterans, county employees, volunteers, and the public, on how to apply policies, procedures and standards to specific situations.
- Requires the ability to utilize a variety of advisory data and information such as reports, computer software operating manuals, procedures, guidelines and non-routine correspondence.
- Requires the ability to communicate orally and in writing.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; and may require the ability to utilize principles of fractions and/or interpret graphs.
- Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria, such as from citizen complaints.
- Ability to operate a motor vehicle.

**Working Conditions:**

- Works in a comfortable office environment provided by the county with occasional travel to meetings and training classes inside and outside of the county.

**Other Requirements (if applicable):**

- None.

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NO JOB DESCRIPTION INFORMATION PROVIDED