

Deputy Register

Job Posting

Title: Mason County Deputy Register

General Summary:

Duties include: Scheduling all new juvenile delinquency and probate filings. Processing of the adoption cases from filing to completion along with records management. Administration of Juvenile Court collections and monitoring of payment histories. Providing prompt courteous service to the Family and Probate Court customers, both verbally and in writing.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- **Scheduling: Will be responsible for scheduling all new juvenile delinquency and probate filings. Will need to work with the prosecuting attorney / caseworkers / local attorneys to coordinate schedules.**
- **Adoptions: Will be responsible for the entire adoption process from beginning to end. Will work with potential adoptive parents to make sure all documents are completed and hearings are scheduled.**
- **Minor Guardianships: Will be responsible for monitoring and scheduling case reviews.**
- **Information entry on our computer network (J.I.S): Must be able to develop an understanding of the current information network that the court is using. Work closely with, Juvenile Register, Probate Register and caseworkers to make certain all information is entered properly.**
- **Comply with audits and reporting requirements of the State Court Administrative Office (SCAO).**

EDUCATION, FORMAL TRAINING AND EXPERIENCE

- **2 years of legal / court experience preferred**
- **Associates degree in related field may substitute for 1 year of experience**
- **CEO certification (may be obtained after employment)**

This position has competitive compensation with benefits.

The deadline for letter of interested and resumes is 01/21/2022

Please send your resume and references to:

**Mason County Family Court
Att: Charles Gunsell
304 E. Ludington Ave.
Ludington, Mi. 49431**