

**CASS COUNTY COURTS'
JOB DESCRIPTION**

DEPUTY FRIEND OF THE COURT

Supervised by: Friend of the Court Director

Supervises: Employees of the Friend of The Court's Office as directed by the Friend of the Court Director

Position Summary:

Under the supervision of the Friend of the Court Director, proficiently manages and administers the OnBase Electronic Document Imaging (EDI) System including acting as the administrator setting permissions, creating workflow, ensuring document integrity and managing document catalog as well as acting as the primary point person for Imaging for the Courts. Sits on the Friend of the Court Management Team, which also includes the Friend of the Court Director, the Enforcement Supervisor, and the Financial Case Management Supervisor. Assists the Friend of the Court Director, as directed, in performing mandated duties and office administration, including attending community meetings and working collaboratively with other agencies.

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.

1. Trained on and proficient in OnBase EDI System.
2. Proficiently manage and administer the OnBase EDI System including acting as the EDI system administrator setting permissions, creating workflow, ensuring document integrity and managing the document catalog.
3. Serve as the primary point person for Imaging with court staff including assisting staff with OnBase EDI System needs including training and trouble-shooting.
4. Coordinate needed support from Imagesoft and Hyland for the OnBase EDI System.
5. Coordinate needed support from County IT related to the OnBase EDI System.
6. Trained on and proficient in court operations, and more specifically Friend of the Court operations so that the management and administration of the OnBase EDI System meets the business needs of the courts and more specifically the Friend of the Court.
7. Trained on and able to utilize and navigate MICES (Michigan Child Support Enforcement System) for job duties.
8. Develops and maintains the Friend of the Court website.
9. Sits on the Friend of the Court Management Team, which also includes the Friend of the Court Director, the Enforcement Supervisor, and the Financial Case Management Supervisor, to assist in office oversight and strategic development of services and staff.

10. Develops and oversees intern program.
11. Assists the Friend of the Court Director, as directed, in performing mandated duties and office administration, including attending community meetings and working collaboratively with other agencies to carry out the Friend of the Court's mission.
12. Performs all other duties and responsibilities as assigned.

Required Knowledge, Skills, Abilities and 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.

1. Bachelor's Degree required—bachelor's degree in computer science, computer information systems or related field preferred. Law degree or other related advance degree preferred.
2. Prior OnBase proficiency and OnBase certification preferred and in the absence of such proficiency and certification a desire, willingness and ability to obtain OnBase proficiency and certification.
3. Three years or more of demonstrated experience preferred in family/domestic relations law, a human service or behavioral science field, or administration, preferably in a Friend of the Court office, Court, or closely related setting.
4. Previous experience in a supervisory capacity in an administrative, managerial or court position and knowledge of supervisory and employee management principles preferred.
5. Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees preferred.
6. Considerable independent judgment, personal discretion, and resourcefulness are needed.
7. Working knowledge of the State of Michigan court system, procedures, court rules and statutes, specifically related to Friend of the Court and Circuit/Family/Probate Courts preferred.
8. Knowledge of generally accepted accounting and bookkeeping principles preferred.
9. Ability to use photographic, audio and video equipment.
10. Ability to be impartial and make timely decisions.
11. Skill in mentoring and training employees with varying educational backgrounds and aptitudes preferred.
12. Skill in anticipating potential personnel issues and taking appropriate action preferred.
13. Ability to type accurately and quickly.
14. Ability to maintain office confidentiality and handle stressful situations.
15. Proficiency in English grammar, spelling, punctuation, and simple mathematical functions, such as addition, subtraction, multiplication, and division.

16. Working knowledge of computers and modern office practices and procedures.
17. Ability to maintain accurate and organized records.
18. Demonstrated ability to communicate effectively, verbally and in writing, and the ability to pay attention to detail including the ability to detect errors, determine causes, and make corrections as appropriate.
19. Ability to explain complex policies and processes in layman's terms.
20. Ability to consistently demonstrate sound ethics and judgment.
21. Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.
22. Ability to use resources effectively and efficiently.
23. Demonstrated ability to maintain professional integrity and respect for colleagues, co-workers, parties, attorneys, and the general public and the ability to effectively meet with and interact with the general public.
24. Ability to use office equipment such as telephone, fax machine, calculator, and computer software, including word processing, spreadsheet, database, financial, and electronic mail/Internet/world wide web.
25. Skill in assigning, prioritizing, monitoring, and reviewing work assignments.
26. County employees are expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the County.
27. County employees must be physically and mentally able to perform the essential duties of their position without excessive absences.
28. In addition to the above requirements, all County positions require the ability to read, write, speak and understand the English language as necessary for the position, including the ability to follow written and oral instructions.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is often required to walk, sit or use hands to finger, handle or feel objects, tools or controls. The employee is often required to stand and sit for extended periods of time. The employee is required to manage stress, be it from dealing with people under duress, from the confrontation and negotiation components of the adversarial process or from the demands of decision making. The employee must occasionally lift and/or move light to moderate objects. The noise level in the work environment is typical of a busy office, ranging from quiet to moderate.