

## POSITION POSTING

### Temporary, Part-Time Paternity/Child Support Specialist

Anyone who meets the minimum qualifications for this position, which are shown below, and who may have an interest in applying, may apply by submitting their application and resume directly to the Prosecuting Attorney any time during the normal business hours prior to the expiration of the posting period for this announcement.

Date of Expiration: 4:00 p.m. on Friday, March 31, 2017

Position: Temporary, Part-Time Paternity/Child Support Specialist

Rate of Pay: \$14.20 per hour minimum

Hours: 25 hours per week (8:00 a.m. to 1:30 p.m.)

**\*NOTE:** This position is listed as temporary, part-time, however, is expected to become permanent, part-time, with pro-rated benefits and may include a change in rate of pay upon completion of collective bargaining as well as be subject to internal posting (in accordance with collective bargaining agreement).

#### General Summary:

Employee is expected to work under the supervision of the Prosecuting Attorney and perform a variety of routine and complex tasks related to the establishment of paternity and child support.

#### Minimum Qualifications:

A minimum of two (2) years of college education in the areas of legal secretary and/or paralegal training, or in the alternative, a high school diploma and two (2) or more years of experience in a law office setting, preferably an office engaged in the practice of family law.

#### Necessary Knowledge, Skills and Abilities:

Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; knowledge of legal terminology, formatting and standardized legal instruments; working knowledge of court system, filing procedures, and family law procedure. Skill in operation of various types of office equipment including but not limited to phone switchboard, computer, typewriter, scanner, DVD/CD burner, projector, copy machine, postage machine, fax machine, and calculator. Employee must possess skill in the operation of various software programs including, but not limited to, all components of the Microsoft office suite. Employee must also be detail-oriented, organized, and able to conduct routine legal research utilizing various

internet search engines. Employee must be able to assemble data and prepare accurate records and reports; must have the ability to effectively meet and deal with the public and main the confidentiality of clients, office records and office files; must have the ability to communicate effectively orally and in written form; must have excellent spelling, grammar and punctuation along with the ability to handle stressful situations, multiple tasks and a fast paced office atmosphere. A strong background in family law or accounting is preferred.

Applications Due:

Letters of interest and resume detailing qualifications should be submitted pursuant to this notice, no later than 4:00 p.m. on Friday, March 31, 2017 to Melissa A. Powell, Iron County Prosecuting Attorney, 2 South Sixth Street, Suite 1, Crystal Falls, Michigan 49920 or via electronic mail to [mpowell@ironmi.org](mailto:mpowell@ironmi.org).