



Grand Traverse County, MI Job Description

Office Manager - Friend of the Court

GENERAL SUMMARY

Under the direction and supervision of the Friend of the Court, supervises, coordinates and manages the work of support staff. Researches, recommends and arranges for adequate equipment and supplies. Keeps current on various information systems and software applications utilized in the Friend of the Court office. Trains office staff. Meets federal, state and local reporting requirements. Office manager is a salaried, non-hourly position.

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

- Coordinates staff schedules to insure adequate staffing levels and reviews and approves absence requests.
- Organizes and assigns support staff work. Coaches and counsels support staff regarding job performance. Recommends and arranges training for staff
- Responsible for purchasing and maintaining adequate supplies and equipment for the office and making recommendations on staff and office needs.
- Prepares and submits various required reports as assigned by the Friend of the Court.
- Obtains MiCSES data base queries as needed for office functions, including support enforcement and management of caseloads.
- Reviews and approves routine invoices for payment and monitors budget. Assists the Friend of the Court with recommendations and preparation of annual budget.
- Keeps informed and communicates with staff on updates and modifications to MiCSES, imaging system and other software applications utilized by the Friend of the Court.
- Assists Senior Case Managers with case administration tasks, such as preparation of reports and proposed orders.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Associate's degree
- Minimum 2 years prior experience in child support enforcement or office management.
- Prior supervisory experience preferred.