



16077 Michigan Avenue  
Dearborn, Michigan 48126

Created by state law in 1968, the 19<sup>th</sup> District Court has an annual caseload greater than 75,000 cases. The court has jurisdiction within the City of Dearborn, the eighth largest city in the state and the second largest in Wayne County.

The 19<sup>th</sup> District Court is looking for a talented self-starter to join our team. The court is comprised of three (3) elected judges, three (3) part-time appointed magistrates, deputy court clerks, court security officers, probation officers and work program supervisors. You will have the opportunity to be in a professional environment that fosters career growth and the opportunity to enhance your knowledge, skills and abilities.

***The 19<sup>th</sup> District Court is an  
Equal Employment  
Opportunity Employer.***

## EMPLOYMENT OPPORTUNITY

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### 19<sup>TH</sup> JUDICIAL DISTRICT COURT

Announcement #05-2019

**Position: Assistant Deputy Court Clerk (Bargaining Unit: POAM)**

**Starting Salary Range: \$31,937 to \$33,882**

Promotional potential to Deputy Court Clerk (\$36,572 to \$43,669) without further competition.

\*Step increases provided based on service and successful performance.

Closing Date: Open until filled

However, those who apply by September 20, 2019 will be given priority consideration.

#### POSITION OVERVIEW

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Under the supervision of the Deputy Court Administrator, the Assistant Deputy Clerk performs a variety of clerical, procedural and legal processes supporting the activities of the Clerk's Office in accordance with approved internal controls, practices, procedures and rules. The incumbent will work with a team of deputy clerks to ensure the effective and efficient processing of court cases including civil, criminal and traffic matters from opening to final disposition. This position is designed to train and develop employees in preparation to perform the full scope of duties and responsibilities of the Deputy Court Clerk classification.

#### DESCRIPTION OF WORK

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Essential Duties: (These duties are a representative sample; position assignments may vary.)

- Prioritizes and examines incoming court documents and materials for conformance to the Michigan Court Rules, local rules, practices and procedures.
- Opens and processes incoming mail.
- Performs data entry of information into the court's automated case management system (JIS).
- Answers telephone calls and in-person inquiries at the public service counter.
- Performs routine time stamping, sorting, filing and scanning of court documents.
- Generates and mails notices, orders and other documents.
- Receives and prepares financial transactions receipts in accordance with proper internal fiscal controls.
- Contributes to the efficiency and effectiveness of the Court's services to its customers by participating as an active member of a team.
- Demonstrates regular and predictable attendance, including attendance at required meetings.

## QUALIFICATIONS

High school diploma or equivalent (G.E.D.) and two (2) years of experience in clerical, accounting, or customer relations work, preferably in a law office or court setting; or, any equivalent combination of training and experience to successfully perform the essential duties of the job. Directly related college-level course work may be substituted for required experience on a year-for year basis.

### Knowledge of:

- General office practices and procedures;
- Record keeping principles and practices.

### Skill in:

- Contributing effectively to the accomplishment of the Court's goals, objective and activities;
- Using a variety of office equipment and applications, such as word processing, e-mail, spreadsheets (Microsoft Office), automated case management systems and other computer-based systems used by the court.

### Ability to:

- Perform clerical support work in a court environment;
- Make decisions and consistently demonstrate sound ethics and judgment;
- Communicate effectively (orally and in writing) to individuals to provide information regarding court information, practices and procedures.

### Preferred Qualifications:

- Previous experience working in a court.

## PHYSICAL REQUIREMENTS

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Work is performed in an office environment. Positions in the class typically require: reaching, lifting, pushing, pulling, grasping, talking, hearing, seeing and repetitive motions. Move and lift objects less than 25 pounds such as mail, files and supplies. Operate office equipment requiring continuous or repetitive hand/arm movements. The position requires the ability to remain in a stationary (sitting or standing) position for extended periods of time.

## INFORMATION FOR APPLICANTS

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At the 19<sup>th</sup> District Court, we are dedicated to providing excellent customer service to the public, and to ensure the effective and impartial management of cases. We believe our employees and the different perspectives they bring are the motivating force behind our success. Come discover a court that is focused on quality impartial service, but also cares about you. For the court to be an effective institution, staff members must reflect a high level of professionalism as they carry out all assigned duties and enforce the rules and orders provided by the court. This opportunity will provide invaluable experience for your career growth.

## EMPLOYEE BENEFITS

Full-time employees of the 19<sup>th</sup> District Court in this classification receive a comprehensive benefits package. After completing a period of service, **some** benefits include:

- Paid Time Off (PTO): 168 hours (21 days) starting per year as accrued.
- Paid Holidays.
- Performance Time Off Award (one day per year, eligibility based on performance).
- Health Insurance: 80% employer/20% employee, or cash waiver.
- Vision, Dental and Life Insurance.

- Defined Contribution Plan (401a): Employer mandatory and matching contributions up to 8%. Vesting after five (5) years required for employer contributions.
- Retirement Health Care Savings Account: Vesting after five (5) years required for employer contributions.
- Longevity Pay after 10 years of service completed.
- Education tuition reimbursement after one (1) year of full-time service including tuition discount partnerships through the City of Dearborn with several education partners.

## HOW TO APPLY

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To be assured consideration, applicants **must submit** the following:

- A cover letter.
- A detailed resume.

Submit **via e-mail to the Court Administrator, Eric F. Cyman at [courtadministration@ci.dearborn.mi.us](mailto:courtadministration@ci.dearborn.mi.us)**

E-mailed documents must be in Word or PDF format. Zip files and faxes will not be accepted.

**Specify Assistant Deputy Clerk in the cover letter and e-mail subject line.**

Application materials that do not adhere to the procedures for applying may not be considered. Standard work hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. If interested candidates meet the qualifications, candidates will be required to take a general office clerical test.