



State of Michigan  
**36<sup>th</sup> District Court**

421 Madison  
Detroit, Michigan 48226-2358  
[www.36thdistrictcourt.org](http://www.36thdistrictcourt.org)

WILLIAM C. McCONICO  
CHIEF JUDGE

LA WANDA CROSBY  
COURT ADMINISTRATOR

**JOB ANNOUNCEMENT**  
**Position Available: Clerk 1**

**Salary: \$26,773.50/\$13.73 to \$36,504.00/\$18.72**

**APPLICATION DEADLINE: OPEN UNTIL FILLED**

The 36th District Court is looking for a qualified Clerk 1 to join Team 36 as we continue to grow. Under the general direction of the applicable Departmental Management, performs a variety of clerical functions related to the processing of court cases including filing, routing and organizing files and documents, and answering questions from the public. This is an AFSCME Local 3308 Bargaining Unit Position.

We offer a generous Benefit Package; medical, dental, vision, paid holidays, Health Care and Dependent/Elder Care Flex Spending Accounts, wellness programs, and other employee discounts and perks!

Are you experienced in delivering excellent customer services in a public sector setting? Are you proficient in Microsoft Office? Do you want to be part of a dynamic organization where hard work and commitment are rewarded? If you answered yes to these questions, you may be the right candidate for this position.

**Be a part of the heart of Detroit!**

Visit the Court's website at <http://www.36thdistrictcourt-careers.vibehcm.com> for a detailed job description. Only qualified candidates should apply via the online application.

**AN EQUAL OPPORTUNITY EMPLOYER**