



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

**LAWANDA CROSBY**  
COURT ADMINISTRATOR

## **JOB ANNOUNCEMENT - OPEN**

### **Position Available: Clerk 2**

**Application Deadline: May 9, 2021**

**Salary: \$28,782.00/\$14.76 to \$39,234.00/\$20.12**

Under the general direction of the applicable Departmental Management, performs a variety of complex clerical functions related to the processing of court cases. Answers and directs incoming telephone calls to the court from internal and external customers. Provides courteous responses to inquiries regarding tickets, including but not limited to court dates, adjournments and payment transactions. Maintains records of all incoming calls. Work generally requires knowledge of a specific unit or department within the Court. Provides courier and transportation services for the Court. Performs inventory, ordering and stocking functions. Moves various office furniture throughout the Court as needed.

We offer a generous Benefit Package with medical, dental, vision and a great retirement plan. Also, paid holidays, paid leave time, FSA: dependent and elder care, wellness and discount programs, and many other employee perks!

Are you an experienced Court or Public Sector professional with at least 2 years of experience looking for a new challenge? 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 next Clerk 2 at the 36<sup>th</sup> District Court.

This is an AFSCME Local 3308 Bargaining Unit Position.

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, and only applications filled out entirely will be considered.

**AN EQUAL OPPORTUNITY EMPLOYER**

Dated: April 29, 2021