



**PLEASE POST**

**THIRD JUDICIAL CIRCUIT OF MICHIGAN  
OFFICE OF HUMAN RESOURCES  
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT**

**POSITION POSTED:** Clerk III-Physical Exertion  
**SALARY RANGE:** \$26,848.00  
**DATE POSTED:** January 4, 2019 – January 25, 2019

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**NOTE:** Individuals hired in this job title will start at the minimum salary rate.

**ELIGIBILITY:** This examination is open to anyone who meets the minimum qualifications.

**A PERSON MAY NOT PARTICIPATE IN AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAS EXPIRED SINCE THE LAST EXAMINATION FOR THE TITLE.**

**MINIMUM QUALIFICATIONS:**

- High school graduation or its equivalent.
- Two years of successful clerical experience.

**DESCRIPTION OF WORK:**

Under direct supervision, performs a variety of functions that support all operations. This position requires application of various work methods and procedures as well as familiarity with Court functions, policies and practices. Performs moderately complex clerical support duties.

**FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.**

**SELECTION:** Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. Applicants who achieve a passing score on each portion of the examination process shall be placed on the eligibility list.

**NOTE:** Information provided on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

**EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX-70% MIN)**

Evaluation of Training, Experience & Personal Qualifications	Pass/Fail
Written Examination	50%
Interview	50%

**APPLICANTS MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.**

**APPLICATION PROCEDURE AND DEADLINE:**

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement.** **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED FROM THE FOLLOWING WEBSITE [www.3rdcc.org](http://www.3rdcc.org). A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION.** An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

**CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.**

**POSTING:** This notice must be posted on all bulletin boards until the filing date has expired.

**\*\* AN EQUAL OPPORTUNITY EMPLOYER \*\***

**Third Judicial Circuit of Michigan  
Office of Human Resources**

**Classification Code: 0200-0003  
0200-0003A**

**Date Issued: 08/11/2015**

**TITLE: CLERK III  
CLERK III-Physical Exertion**

**SUMMARY:**

Under direct supervision, performs a variety of functions that support all operations. This position requires application of various work methods and procedures as well as familiarity with Court functions, policies and practices. Performs moderately complex clerical support duties. Employees in this title are expected to maintain a professional appearance and demeanor.

**ESSENTIAL FUNCTIONS:**

- Retrieves, opens, distributes and processes correspondence and files.
- Types routine and standardized forms and correspondence.
- Screens phone calls and visitors, forwards calls or takes messages, greets visitors and provides information to employees and the public.
- Performs routine sorting and filing of correspondence, records and reports.
- Receives and processes files, records, reports and other legal documents following established procedures.
- Conducts searches and retrieves files, records, reports and other legal documents from the filing system. Prepares documents and files for storage.
- Operates computers, copy machines and other office equipment.
- Performs basic word processing functions, including proofreading and checking work for accuracy.
- Maintains records in databases, spreadsheets and logs.
- Lifts full mail bins, boxes and files. **(Classification Code 200-003A)**
- Performs duties required for Court Clerical Worker, as needed.
- Performs other duties as assigned.

**QUALIFICATIONS:**

- High school graduation or its equivalent.
- Two (2) years of successful, paid clerical experience.
- Experience using MS Office Suite and relevant software and systems.
- Ability to type 20 wpm.
- Ability to lift 25 pounds **(Classification code 200-003A)**

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to apply general rules to specific problems to produce positive results.
- Ability to ask and answer questions and to explain Court procedures to internal and external customers in a courteous and professional manner.
- Ability to communicate information and ideas effectively, both verbally and in writing, so that others can understand.
- Ability to deal calmly and effectively in high stress situations.
- Ability to establish and maintain effective working relationships with coworkers, employees, officials and external contacts.
- Ability to meet and interact with the public and deal courteously and effectively with their questions or problems, seeking assistance when needed.
- Ability to operate office equipment.
- Ability to understand and carry out verbal and written instructions and to request clarification when needed.

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**TITLE: CLERK III  
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**KNOWLEDGE, SKILLS AND ABILITIES: (continued)**

- Skill in managing one's own time, as well as the ability to meet deadlines.
- Working knowledge of Court processes and procedures.

**WORK ENVIRONMENT:**

- Normally a typical customer service office environment with minimal exposure to excessive noise.
- Employees in this title may encounter individuals who may be under duress.

**PHYSICAL REQUIREMENTS:**

- Ability to lift 25 pounds (**Classification code 200-003A**)
- Sitting at desk for long periods of time to perform job functions.
- Ability to read, write and interpret written documents.
- Use hands to manipulate, handle, feel, and control items or equipment.
- Walk, bend, reach, stand and sit.
- Talk, hear, and communicate with clients, co-workers, and others.

**LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:**

- Candidates considered for placement in this job title will be subject to a criminal background investigation and subsequent fingerprinting every five years.

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**The above statements describe the general nature and level of work performed by employees assigned to the title. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.**

**NOTES:**

04/10/2014      Qualifications updated requiring ability to lift 25 pounds for title code 200-003A  
08/11/2015      Updated Licenses, Certifications or Special Requirements  
05/24/2017      Updated for content and format