



PLEASE POST

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

POSITION POSTED: Clerk IV
SALARY RANGE: \$32,109.00
DATE POSTED: April 26, 2021 – May 10, 2021

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 HAVE PASSED SINCE THEY LAST TOOK THE EXAMINATION.

MINIMUM QUALIFICATIONS:

- High school graduation or its equivalent.
- Three (3) years of successful, paid clerical experience in a court or closely-related setting.
- Experience using MS Office Suite and relevant software and systems.

DESCRIPTION OF WORK:

Under general supervision, is responsible for a variety of functions that support all operations. This position may serve as lead worker in the clerical unit which includes assigning work to staff, providing detailed on-the-job training, reviewing work products or responding to inquiries of staff; or may function to assist the supervisor in organizing and planning work-flow and in clarifying, proposing or revising procedures to eliminate conflict or duplication. May independently be responsible for complex clerical functions. Must be knowledgeable about Court functions, policies and practices. Performs a variety of complex clerical support duties. Employees in this title are expected to maintain a professional appearance and demeanor.

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)

Assessment of Training, Experience & Personal Qualities	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. 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: 0200-0004

Date Issued: 11/14/2011

TITLE: CLERK IV

SUMMARY:

Under general supervision, is responsible for a variety of functions that support all operations. This position may serve as lead worker in the clerical unit which includes assigning work to staff, providing detailed on-the-job training, reviewing work products or responding to inquiries of staff; or may function to assist the supervisor in organizing and planning work-flow and in clarifying, proposing or revising procedures to eliminate conflict or duplication. May independently be responsible for complex clerical functions. Must be knowledgeable about Court functions, policies and practices. Performs a variety of complex clerical support duties. Employees in this title are expected to maintain a professional appearance and demeanor.

ESSENTIAL FUNCTIONS:

- Investigates and resolves issues related to legal documentation and other problem areas.
- Determines the pertinence and adequacy, arrangement and form of reports or correspondence requiring familiarity with Court rules, policies and procedures.
- Types from rough draft important and/or confidential correspondence and reports.
- Plans, schedules and reviews work of subordinates, as assigned.
- Leads group of clerical employees, as assigned.
- Operates computers, copy machines and other office equipment.
- Performs word processing functions, including proofreading and checking work for accuracy.
- Creates and maintains records in databases, spreadsheets and logs.
- Performs duties required for Court Clerical Worker and Clerk III, as needed.
- Performs other duties as assigned.

QUALIFICATIONS:

- High school graduation or its equivalent.
- Three (3) years of successful, paid clerical experience in a court or closely-related setting.
- Experience using MS Office Suite and relevant software and systems.

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.
- Ability to use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Third Judicial Circuit of Michigan
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Date Issued: 11/14/2011

TITLE: CLERK IV

KNOWLEDGE, SKILLS AND ABILITIES: (continued)

- Skill in managing one's own time and the time of others, as well as the ability to meet deadlines.
- Thorough 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:

- 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.

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: 05/24/2017 Updated for content and format