



61st District Court

Contractual Part Time Position Available

POSITION DESCRIPTION: Contractual Clerk
HOURS: Part Time (24 hours per week)
POSTING DATE: Monday, September 9, 2019
DEADLINE DATE: Friday, September 20, 2019
POSITION AVAILABILITY: October 1, 2019 – November 30, 2019
RATE: \$15.00/hour

Other:

Successful completion of Criminal and Employment Background investigation required.

All interested parties should submit cover letter and resume to the following address:

Kent County Courthouse
61st District Court
Attn: Amy Young
180 Ottawa Ave., NW, Suite 3200-A
Grand Rapids, MI 49503

or

amy.young@grcourt.org

No person shall, on the grounds of race, religion, color, national origin, ancestry, age, sex, height, weight, marital status, physical or mental disability, or handicap be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, or denied employment with the 61st District Court.

POSITION DESCRIPTION

POSITION: Contractual Clerk Typist

REPORTS TO: Chief Deputy Court Clerk, Clerk of the Court

POSITION REQUIREMENTS

Knowledge of business English, spelling, basic mathematics, and filing procedures

Knowledge of modern office procedures, practices, and equipment

Ability to operate a computer

Ability to establish and maintain effective working relationships with the court personnel

Ability to understand and follow oral and written instructions

Ability to make simple computations with speed and accuracy

Ability to learn assigned tasks readily and to adhere to prescribed routines

QUALIFICATIONS

Education: High school graduation or equivalent

Experience: None

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job

CERTIFICATION OR LICENSURE

None.

PHYSICAL REQUIREMENTS

Frequently required to sit, stand, talk, or listen. Frequently required to walk; use hands to finger; handle or feel objects, tools, or controls; and reach with hands and arms. May be subject to sitting or standing for prolonged periods, reading reports, forms, and documents. Specific vision requirements include close vision and ability to adjust focus. May occasionally lift and/or move up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Noise level variable. Temperature may fluctuate. Open office environment with limited privacy.

This position description does not constitute an employment agreement between the 61st District Court and the employee and is subject to change by the Court as the needs of the Court and requirements of the position change.
