

STATE OF MICHIGAN



27<sup>TH</sup> DISTRICT COURT  
2015 Biddle Ave, Wyandotte, MI 48192  
Phone: (734) 324-4475 Fax: (734) 324-4472

Elizabeth L. DiSanto  
District Judge

Stacie Nevalo  
Court Administrator

## Job Posting

**Position:**

PART-TIME Court Clerk/Cashier

**Pay Rate:**

\$11.00/Hour

**Schedule:**

Monday-Friday 11:30am-4:30pm

**Responsibilities include:**

The following list is intended to be a general description of duties, and does not reflect all of the duties performed:

Customer Service, Daily Cash Transactions Criminal/Civil/Traffic Cases, Filing, Data Entry, Scanning, and Faxing.

**Qualifications:**

Applicants must possess a High School diploma.

Excellent Communication and computer skills are required.

Prior court experience and knowledge of the Judicial Information System (JIS) is desired.

Present professional demeanor and attitude.

**To Apply:** \*MAIL resume and cover letter to the following address:

**City of Wyandotte/27<sup>th</sup> District Court**

**Attn: Anne Goudy**

**3200 Biddle Avenue**

**Wyandotte, MI 48192**

\*EMAIL resume and cover letter to [cityjobs@wyan.org](mailto:cityjobs@wyan.org)

**Deadline to apply: Until Filled**