

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 – Michigan Indigent Defense Commission (MIDC)  
This is a grant funded position, subject to the availability of funds. No Benefits

**Pay Rate:**

\$11.00/Hour

**Schedule:**

Monday – Friday 8:30am – 1:30pm

**Responsibilities include:**

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

Work with MIDC Attorney for that day.

Work with Defendants and Attorneys on court forms for MIDC

Log all information each day for MIDC

Enter MIDC Data

**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**