



PART-TIME COURT CLERK

The City of Grosse Pointe is accepting applications for the position of permanent part-time Court Clerk. You may apply for the position online at: <https://www.grossepointecity.org/departments/administration/careers.php>. Or submit your application, along with cover letter and resume to: gpccourt@grossepointecity.org

Experience with court case management system (JIS), generating and distributing court related notices/paperwork and court recorder certification is required. Skill in customer service as well as using a variety of office equipment including computers and cash register is desirable. The pay is \$16.00 to \$18.00 per hour with required experience and certifications, up to 28 hrs. per week, hours may vary but will not exceed 1500 hours in a calendar year. Apply immediately. Open until filled. EOE

Posted: August 7, 2020