

54-A DISTRICT COURT

124 W. Michigan Ave., 6th Floor City Hall, Lansing, MI 48933

DISTRICT JUDGES

LOUISE ALDERSON
STACIA BUCHANAN
CYNTHIA M. WARD
KRISTEN D. SIMMONS



Court Administrator
ANETHIA O. BREWER

Magistrate
LAURA A. MILLMORE

JOB POSTING

Position: COURT OFFICER FOR MAGISTRATE MILLMORE/FLOATER
Starting Salary: \$32,119 – \$39,446; increase at 6 months and one year
Benefits: MEDICAL, DENTAL AND LIFE INSURANCE, RETIREMENT BENEFITS

EDUCATION & EXPERIENCE: A high school diploma or equivalent. Some advanced coursework in law enforcement, criminal justice or related areas is preferred. One year experience as a law enforcement officer or closely related capacity preferred.

GENERAL SUMMARY: Under the supervision of the Deputy Court Administrator and Magistrate Millmore, provides and maintains courtroom security. Performs administrative and clerical support as needed by the Court. Provides general assistance to Court Participants on scheduling and procedural information.

DUTIES, RESPONSIBILITIES AND SKILLS: Effectively communicate with judges, lawyers, members of other agencies and the public. Primarily manage the Court's arraignment docket. Act as mediator for parties having cases scheduled before the judge. Maintain order in the courtroom, remove disruptive or disorderly persons, escort prisoners to and from detention which will require the use of restraints. Provide services for jurors and sequester them as necessary. Perform clerical duties including using specialized computer software. Locates and retrieves files needed for court and maintains security of files. Ensures delivery of files to proper divisions of the court. Provide comparable services to other judges when necessary due to staffing levels. Must be able to work under pressure and exercise independent judgment in accordance with applicable statutes, court rules, court policies and procedures. Performs other duties as assigned. This is an at-will position, and serves at the pleasure of the Deputy Court Administrator.

SHIFT & HOURS OF WORK: Monday through Friday (*typical hours 8am-5pm)

PHYSICAL REQUIREMENTS: Walking, standing, carrying, bending, lifting, stooping, sitting for considerable periods of time, talking, pulling, pushing, finger dexterity, bend left up to 40 lbs., and perform repetitive hand/arm movements.

ENVIRONMENTAL CONDITIONS: Some fluctuation in temperature; limited privacy.

SELECTION PROCESS: An interview, questionnaire, writing sample, written and/or typing test may be conducted with all persons referred to evaluate required knowledge, skills and abilities. Criminal history, L.E.I.N. and Secretary of State record checks will be conducted, and a signed release required for previous/current employment work records.

TO APPLY: Submit a 54-A District Court employment application*, cover letter and resume including references to:

Attn: Susan Knieling, Deputy Court Administrator
54-A District Court
124 W. Michigan Ave.
Lansing, Michigan 48933

Application forms are available at www.54adistrictcourt.com. Applications must be downloaded and emailed to susan.knieling@lansingmi.gov, mailed to the above address or faxed to (517) 483-4478. **Note: applications received without a resume and cover letter will not be considered.** If you need a disability related accommodation, or have questions about the application process, please contact the 54-A District Court at (517) 483-4443.

DEADLINE TO APPLY: Open until filled.

The 54-A District Court is an equal opportunity employer and does not discriminate in its policies or practices on the basis of race, religion, color, national origin, gender, sexual orientation, marital status, height, weight, or disability of any individual.