



Brigette Officer
District Judge

State of Michigan
30th Judicial District
12050 Woodward Avenue
Highland Park, MI 48203
Phone: (313) 707-0333
Fax: (313) 865-1115

Robynn Diamond
Court Administrator

JOB ANNOUNCEMENT opened 8/8/2019 – closed when filled

DEPUTY CLERK
30th DISTRICT COURT
HIGHLAND PARK, MI 48203

Salary: Starting \$13.00, up to a negotiable amount depending upon court experience - benefits after 90 days probationary period

Job description

Position Summary of Deputy Clerk

Deputy Court Clerk Position under the supervision of the Court Administrator will perform general clerical duties related to criminal and traffic case processing.

Essential Functions

- Responds to customer/public concerns regarding court cases, payment/payment schedules and general inquiries.
- Processes civil infractions, traffic misdemeanors, and other code or statute violations.
- Provides counter customer service/cashiering
- Works with vendor software for case related management i.e. court innovations.
- Enters court case information through case management system (JIS).
- Prepares and schedules court cases and associated dockets.
- Dispositions court cases during court proceedings. Generates and distributes court related notices/paperwork.
- Assists with maintenance of official case records.
- Utilizes LEIN and SOS systems
- Operates basic office equipment to include cloud based phone system, desk top computer, copier and printers
- Receptive to cross training and performs the duties and responsibilities of co-workers in a back-up role when necessary.

Additional skills and abilities: Must be proficient in the operation of Microsoft Word and Excel. The ability to maintain effective working relationships with others as well as work independently is a critical component of this position.

Other duties as required:

Physical Requirements: Walking, standing, carrying, bending, lifting, stooping, sitting for considerable periods of time, and performing repetitive hand/arm movements.

Minimum Qualifications:

Education and Experience:

- Must possess a high school education or equivalent. Post-secondary education preferred.
- Prior general clerical experience in an office environment, preferred.
- Prior court experience preferred to include a familiarity with JIS
- Must have basic proficiency in Microsoft Word and Excel.

Method of Application:

To be assured consideration, please submit a cover letter and resume via e-mail to the Court Administrator, Robynn Diamond at Rdiamond@court.highlandparkmi.gov E-mailed documents must be in Word or PDF format. Specify “Deputy Clerk” in the cover letter and e-mail subject line.

EQUAL OPPORTUNITY EMPLOYER