

## **DISTRICT COURT DEPUTY CLERK**

### **Full Time Position**

Salary commensurate with experience and qualifications

Under the supervision of a 48<sup>th</sup> District Court supervisor, the Deputy Clerk shall perform a wide variety of clerical tasks in the civil, criminal, traffic and/or probation departments. The Deputy Clerk shall review and prepare a variety of legal documents, schedule court cases for hearing dates; maintain calendars of cases set for trials and/or other proceedings; update dispositions of cases utilizing the Judicial Information System (JIS), Microsoft Word, Excel, and Outlook. The ideal candidate will have the ability to multi-task, work well under pressure and independently with minimal supervision. The Deputy Clerk must be able to communicate respectfully and professionally not only with members of the public, law enforcement officers and attorneys, but also coworkers, magistrates, and judges. Prior court experience is preferred.

**Submit resume to:**

**48<sup>th</sup> District Court Attention: Human Resources 4280 Telegraph Road Bloomfield Hills, MI 48302**

**Or email resume to [HR@48thdc.us](mailto:HR@48thdc.us)**

**Position shall remain open until filled**