



**Brigette Officer-Hill**  
District Judge

State of Michigan  
**30<sup>th</sup> Judicial District**  
12050 Woodward Avenue  
Highland Park, MI 48203  
Phone: (313) 252-0300 - Fax: (313) 865-1115

**Robynn Diamond**  
Court Administrator

**JOB POSTING: DISTRICT COURT DEPUTY CLERK I – CIVIL DIVISION**

**FULL-TIME POSITION**

**Hourly Rate: \$13.- 16.00**

**Hours:** 40 hours weekly; Monday-Friday 8:00 a.m.-4:30 p.m.

**General Position Description:** Under the supervision of the District Court Administrator, performs a variety of complex clerical tasks involved in processing civil cases, which includes – Landlord/Tenant, Small Claims and General Civil cases.

The Landlord/Tenant division involves processing and scheduling of non-payment of rent, termination of tenancy, termination due to health hazards, termination due to drug use and forfeiture of land contract cases, including the processing of writ of evictions.

The small claims division is responsible for processing the petition and ensuring proper service is effectuated, processing any removals from the small claim division and other related duties.

The general civil division includes processing new filings, ensuring timely service, processing motions for alternative service, processing default judgments, scheduling settlement conference dates, garnishments, renewal of judgments, petitions for installment payments, and other related general civil practices.

**EMPLOYMENT QUALIFICATIONS:**

**Education:** High school education or equivalent.

**Experience:** One to three years office experience in a court or closely related setting.

**Other Knowledge, Skills, and Abilities:** Must be able to pass a complete background check, Ability to type and use word processing and data base management software programs, JIS experience is desirable. Basic operation of general office equipment and knowledge of District Court procedures, court rules and statutes is desirable.

*The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.*

Please email letter of interest to [Bofficerholley@court.highlandparkmi.gov](mailto:Bofficerholley@court.highlandparkmi.gov) and place "civil clerk position" in the subject line.

**Application Deadline: Until Filled**

The 30th District Court is an Equal Opportunity Employer.