



Deputy Court Clerk 14-B District Court

Applications/Resumes are being accepted to fill the position of Deputy Court Clerk within the 14-B District Court. Duties include a variety of clerical tasks involved in the processing of civil, criminal and/or traffic cases. Qualified candidates will be tested to validate skills, knowledge and abilities for the position.

Applicants must:

- Have high school diploma or equivalent
- 2 years office experience
- Have excellent customer service and communication skills
- Be able to handle monetary transactions including providing correct change
- Have attention to detail with the highest degree of accuracy
- Be able to pass the testing requirements to become a certified LEIN (Law Enforcement Information Network) operator within 90 days from date of hire

Starting Salary Range: \$16.55/hour

Closing Date: Friday, January 25, 2019

Job descriptions and application is available at: www.ytown.org/employment-career-opportunities or in the HR Department at the Township Civic Center, 7200 S. Huron River Dr., Ypsilanti, MI.

Equal Opportunity Employer