

43rd District Court/Hazel Park Division
43 E. Nine Mile Road, Hazel Park, MI 48030
(248) 547-3034 – fax (248) 546-4088

JOB POSTING

POSITION/TITLE: Deputy Court Clerk – Union Position

SALARY RANGE: Beginning salary \$37,845.56 with step increases up to \$46,997.21; comprehensive fringe benefit package.

JOB DESCRIPTION

Preparing Court orders, correspondence, and other necessary Court documents pertinent to various court hearings, trials, jury duty and weddings. Scheduling court events, court dispositions and preparation of court calendars. Communications and interactions with the public, other courts, law enforcement agencies and attorneys regarding civil, criminal, traffic and probation matters. Generation and mailing of notices, orders and other Court documents, data entry and updating court files. Time stamping, processing and filing court documents and daily mail, receiving and processing monetary payments and court bonds and other duties as they are assigned. A Deputy Court Clerk will be required to become certified as a LEIN operator by means of a bi-annual test. The position may also require the employee to be/become a Certified Electronic Recorder or Certified Electronic Operator

EDUCATION

An associate's degree or equivalent is required. Training in customer service techniques is desired.

EXPERIENCE

Prior experience in general office skills which include telephone, word processing and other computer skills is helpful. Previous experience working in a court or law firm, particularly in litigation related work, is desirable. Must have knowledge of Microsoft Word and Excel computer programs.

Please fax or mail cover letter and résumés to:

Diana Nimmoor, Court Administrator
43rd District Court/Hazel Park Division
43 E. Nine Mile Road
Hazel Park, MI 48030
Fax: (248) 546-4088