



16077 Michigan Avenue
Dearborn, Michigan 48126

Created by state law in 1968, the 19th District Court has an annual caseload greater than 70,000 cases. The court has jurisdiction within the City of Dearborn, the eighth largest city in the state and the second largest in Wayne County.

The 19th District Court is looking for a talented self-starter to join our team. The court is comprised of three (3) elected judges, three (3) part-time appointed magistrates, deputy court clerks, court security officers, probation officers and work program supervisors. You will have the opportunity to be in a professional environment that fosters career growth and the opportunity to enhance your knowledge, skills and abilities.

***The 19th District Court is an
Equal Employment
Opportunity Employer.***

EMPLOYMENT OPPORTUNITY

19TH JUDICIAL DISTRICT COURT

Announcement #03-2020

Position: Part-Time Deputy Court Clerk

Starting Salary Range: \$13.00 to \$14.50 per hour (up to 28 hours per week)

Full Range: \$13.00 to \$16.78

*Step increases provided based on service, successful performance and approved funding.

Closing Date: Open until filled

However, those who apply by August 22, 2020 will be given priority consideration.

POSITION OVERVIEW

Under the supervision of the Deputy Court Administrator, the Part-Time Deputy Clerk, an at-will position, performs a variety of clerical and procedural processes supporting the activities of the Clerk's Office or the Probation Department in accordance with approved internal controls, practices, procedures and rules. The incumbent will work with and support a team of deputy clerks to ensure the effective and efficient processing of court cases.

DESCRIPTION OF WORK

Essential Duties: (These duties are a representative sample; position assignments may vary.)

- Prioritizes and examines incoming court documents and materials for conformance to the Michigan Court Rules, local rules, practices and procedures.
- Opens and processes incoming mail.
- Performs data entry of information into the court's automated case management system.
- Answers telephone calls and in-person inquiries at the public service counter.
- Performs routine time stamping, sorting, filing and scanning of court documents.
- Generates and mails notices, orders and other documents.
- Contributes to the efficiency and effectiveness of the Court's services to its customers by participating as an active member of a team.
- Demonstrates regular and predictable attendance, including attendance at required meetings.

QUALIFICATIONS

High school diploma or equivalent (G.E.D.) and two (2) years of experience in clerical, accounting, or customer relations work; or, any equivalent combination of training and experience to successfully perform the essential duties of the job.

Knowledge of:

- General office practices and procedures;
- Record keeping principles and practices.

Skill in:

- Contributing effectively to the accomplishment of the Court's goals, objectives and activities;
- Using a variety of office equipment and applications, such as word processing, e-mail, spreadsheets (Microsoft Office), automated case management systems and other computer-based systems used by the court.

Ability to:

- Perform clerical support work in a court environment;
- Make decisions and consistently demonstrate sound ethics and judgment;
- Communicate effectively (orally and in writing) to individuals to provide information regarding court information, practices and procedures.

Preferred Qualifications:

- Previous experience working in a court.

PHYSICAL REQUIREMENTS

Work is performed in an office environment and may occur at off-site meeting locations. Positions in the class typically require: reaching, lifting, pushing, pulling, grasping, talking, hearing, seeing and repetitive motions. Move and lift objects less than 25 pounds such as mail, files, and supplies. Operate office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

INFORMATION FOR APPLICANTS

At the 19th District Court, we are dedicated to providing excellent customer service to the public, and to ensure the effective and impartial management of cases. We believe our employees and the different perspectives they bring are the motivating force behind our success. Come discover a court that is focused on quality impartial service, but also cares about you. For the court to be an effective institution, staff members must reflect a high level of professionalism as they carry out all assigned duties and enforce the rules and orders provided by the court. This opportunity will provide invaluable experience for your career growth.

HOW TO APPLY

To be assured consideration, applicants **must submit** the following:

- A cover letter.
- A detailed resume.

Submit **via e-mail to the Court Administrator, Eric F. Cyman at courtadministration@ci.dearborn.mi.us** .

E-mailed documents must be in Word or PDF format. Zip files and faxes will not be accepted.

Specify Part-Time Deputy Clerk in the cover letter and e-mail subject line.

Application materials that do not adhere to the procedures for applying may not be considered. Part-time employees' work hours may vary; however, standard work hours are scheduled between Monday and Friday from 8:00 a.m. to 5:00 p.m. If interested candidates meet the qualifications, candidates will be required to take a general office clerical test.