

Mark J. Plawecki
Chief District Judge

David D. Turfe
District Judge

20TH DISTRICT COURT
25637 Michigan Ave
Dearborn Heights, MI 48125

JOB OPENING ANNOUNCEMENT

Position Title: Part-time Deputy Court Clerk (up to 28 hours per week)

SUMMARY

Under the supervision of the Chief Clerk and the Civil Clerk, the Part-time Deputy Clerk performs a variety of clerical and procedural processes supporting the activities of the Clerk's Officer in accordance with approved internal controls, practices, procedures and rules. Will work with and support of team of deputy clerks to ensure the effective and efficient processing of court cases. Special operational skills if required are acquired through on-the-job training.

DUTIES AND RESPONSIBILITIES

- 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.
- Assist with telephones and greeting the public and financial transactions.
- Performs data entry, routine time stamping, sorting and filing.
- Generates and mails notices, orders and other documents.
- Demonstrates regular and predictable attendance.
- Present professional demeanor and attitude.

** Above states general nature however other duties may apply **

REQUIREMENTS

- Applicants must possess a High School diploma or GED.
- Excellent communication skills required.
- Prior court experience is desired.
- Ability to accept direction and supervision.
- General knowledge of office practice is preferred.
- General knowledge of word processing and data entry.

- Ability to operate a typewriter, copier and computer efficiently.
- Ability to understand and follow oral and written instructions and work independently.
- Ability to establish and maintain effective working relationships with court employees and the general public

PHYSICAL REQUIREMENTS

Frequently required to sit, stand, bend, kneel, talk or listen. Frequently required to operate phones, copy machines and filing requiring use of hands and fingers. Specific Vision requirements include close up vision for small print and ability to adjust focus for computer work, typing, and filing. May occasionally lift/move up to 25lbs.

To apply submit cover letter and resume via email to Court Administrator Michelle Adkins at madkins@ci.dearborn-heights.mi.us. Please indicate in subject line "Part-time Deputy Clerk". * Only those candidates selected to interview will be contacted *

Deadline: Until Filled