

STATE OF MICHIGAN
59th DISTRICT COURT – Walker/Grandville

Peter P. Versluis
District Judge

John R. Jackson
Attorney - Magistrate

PART-TIME DEPUTY COURT CLERK POSITION
59TH DISTRICT COURT

Under the supervision of the Court Administrator, the successful candidate will perform general clerical duties related to civil, criminal, traffic and probation. Responsibilities will include case processing, answering phones, providing assistance to public and law enforcement, entering data on the court case management system (Quad-Tran), acting bailiff on jury trials, generating and distributing court related notices/paperwork, processing incoming mail, filing, and maintaining records. Additional responsibilities may include use of LEIN and SOS, as well as other duties as assigned. Duties will include operating the following equipment: telephones, computer terminal, copier/scanner, and cash register.

Required Knowledge, Skills and Abilities: Must be computer literate in the operation of Microsoft Word. Ability to understand and follow oral and written instructions, establish priorities, and work independently. Must be able to file alphabetically and numerically. Ability to maintain effective working relationships with other employees and interact effectively with the general public. A physical exam and drug test are pre-employment requirements.

Education: The applicant must possess a high school education or G.E.D.

Experience: Must have prior experience in a general office environment, including typing, telephone, and computer skills. Prior experience working within a court system is preferred.

Benefits: This is a part-time permanent position. Flexible work days and hours may be considered.

Interested applicants should obtain an application from either the City of Walker or the City of Grandville websites and submit the application for employment and resume to the 59th District Court. Only those candidates selected to interview for the position will be contacted. This position will remain open until filled.

The 59th District Court is an Equal Opportunity Employer.