



Mark A. Hackel
County Executive

Deputy Court Clerk I

42nd District Court II
New Baltimore, Michigan

Salary - \$29,600.34 to \$34,823.95 Annually

JOB SUMMARY:

Under direction, performs a variety of complex and specialized clerical tasks; processes paperwork for civil, criminal and/or traffic court cases; types letters, reports, forms and other correspondence; updates and maintains files, records and reports; provides telephone coverage answering questions appropriate to skill level; provides assistance and information on Court matters as appropriate; operates standard office equipment such as typewriters, personal computers, word processors, facsimile machines, copiers, calculators and adding machines; performs other duties as assigned.

QUALIFICATIONS (EDUCATION AND EXPERIENCE):

REQUIRED:

Possession of a high school diploma or a certificate of successful completion of the General Educational Development Test (GED).

PREFERRED:

Previous experience in a court, legal or government setting.

Additional college credits from an accredited college or university or business school training.

BENEFITS:

We offer health, dental and vision plans that offer flexibility and choice along with a generous time off policy and a 401(a) retirement plan. Visit our website at <http://hrlr.macombgov.org> for more details on our exceptional benefit package.

HOW TO APPLY:

This job posting closes at 5:00 p.m. on Friday, December 14, 2018.

For a complete job description, benefits information and online application instructions, please visit our website at <http://hrlr.macombgov.org>

THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER