

The District Court

DISTRICT JUDGES

ANNEMARIE M. LEPORE
STEPHEN S. SIERAWSKI
KIMBERLEY A. WIEGAND

for the



41-A District of Michigan

The Cities of Sterling Heights and Utica
and the Townships of Shelby and Macomb

STERLING HTS DIVISION
40111 Dodge Park Road
Sterling Heights, Michigan
48313

COURT ADMINISTRATOR
Michael J. Piatek

CLERK OF THE COURT
Julie A. Trombley

JOB POSTING

POSITION TITLE: PART TIME DISTRICT COURT CLERK

PAY: \$15.30 PER HOUR (56 HOURS BI-WEEKLY)

PLEASE FORWARD YOUR RESUME TO: JULIE TROMBLEY, CLERK OF THE COURT
jtrombley@sterling-heights.net

The 41A District Court is an Equal Opportunity Employer. The Court practices Nondiscrimination and discourages and prohibits discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of political opinions or affiliations, or because of race, religion, color, ethnic origin, marital status, height, weight, arrest record, disability, or other non-merit factors. Discrimination on the basis of age, gender or physical disability is prohibited except where specific age, gender, or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration, or where state or federal law specify a minimum age.

Current Opening(s):

Deputy Court Clerk

Part-Time

Posted: February 14, 2020

Under the supervision of the District Court Administrator and Deputy District Court Administrator, performs basic, routine and complex clerical tasks involved in processing cases, record keeping, processing and maintaining documents, reports, files, records, and correspondence.

Duties and Responsibilities

- Answer the telephone and/or receives walk in customers
- Assist police department personnel and the public in person or by telephone
- Provide information to attorneys, defendants, and court patrons about court procedures, case status, and scheduled court dates.
- Operates a computer terminal and printer to type, enter, modify and retrieve a wide variety of court records.
- Inputs data utilizing a computer for creating, updating, and retrieving department or division files and information. (JIS)
- Processes, sorts, copies, distributes, and/or files incident and accident reports, citations, petitions, and other materials to appropriate personnel.

Criminal Division
(586) 446-2550

Civil Division
(586) 446-2535

Traffic Division
(586) 446-2575

- Access and operate the LEIN computer system to obtain criminal histories and driver's license records.
- Receive citations, ordinance violations, and related documents from law enforcement agencies.
- Opens case file codes and enters ticket information into computer, and files case documents.
- Closes cases following dispositions.
- Process and receipt all incoming mail and counter payments.

Job Description

- Responds to public inquiries in a courteous manner.
- Provides information regarding court cases, ordinance violations, and general questions regarding court procedures.
- Communicates with the public and provides general information or referrals as needed.
- Files documents, reports, and correspondence for department or assigned area.
- Maintains filing system: assists in maintaining records for department.
- Maintains positive and professional interpersonal relationship and represents the best interest of the Judge, Court and Sterling Heights at all times.
- Remains sensitive to language and cultural differences of the public and staff.
- Assists in training other employees on the departmental operation and procedures.
- Distributes incoming mail to department personnel and prepares outgoing mail.
- Determines mailing weights and operates postage metering machine.
- Generates court notices and sends to appropriate parties.
- Schedules and maintains dockets. Prints and distributes Court Calendar monthly.
- Prepares all forms as required.
- Provides abstracts and corrections to the Secretary of State.
- Operates a variety of office equipment including telephones, computers, copy machines, and facsimile machines.
- Performs other related clerical or secretarial tasks as workloads, temporary absences, or emergencies dictate.
- Receives, receipts and records bonds, fines, costs and other payments.
- Applies bonds to pay fines, costs and/or other court ordered assessments.
- Ensures that case files are ready and available for scheduled court proceedings.
- Check-in defendants, attorneys, and others, and transports files to and from courtroom.

Qualifications:

- Possession of a high school diploma or a certificate of successful completion of the General Educational Development Test.
- Ability to pass a criminal background check.

The above statements are intended to describe the general nature and level of work being performed by Deputy Court Clerks. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.