

# Part-Time District Court Clerk

44<sup>th</sup> District – Serving Royal Oak and Berkley, MI

**Hours:** May vary up to 1,488 hours per year

**Pay:** \$14 per hour to start

A **Part-Time District Court Clerk**, *upon application*, should have the following training, experience, education and certifications:

Graduation from High School or equivalent including or supplemented by course work, training, or experience which results in the below stated knowledge, skills and abilities.

Ability to type a minimum of 40 words per minute

A valid Michigan motor vehicle operator's permit.

**GENERAL STATEMENT OF DUTIES:** A **Part-Time District Court Clerk** may be assigned to perform a wide variety of clerical, record-keeping and public contact duties. Duties may involve frequent or continuous public contact, in person or via phone, fax and computer, and the operation of modern office equipment, including personal computers. Position requires the ability to use a keyboard to quickly and accurately input information into a computer, to utilize word and data processing software, and to learn other software applicable to the court. Specific instructions are given at the beginning of the work assignment. Supervision is received from a court supervisor or court administrator.

**TYPICAL EXAMPLES OF WORK:** A **Part-Time District Court Clerk** may be called upon to do any or all of the following (These examples do not include all of the tasks which the employee may be expected to perform):

Operate personal computers, data entry, calculators, FAX machines, copiers and other office equipment.

Input/type records, reports, letters, work orders, and all other data entries.

Assist the public in person and/or via phone, FAX, computer, mail or email; compose correspondence.

File records, tickets, case processing, assisting Magistrates or Judges, and any other related work as assigned.

Cashiering responsibilities, receipting cash, checks, etc. accounting for monies, updating cases, balancing.

**QUALIFICATIONS FOR EMPLOYMENT:**

Knowledge of modern office practices and procedures

Working knowledge of MS Word and MS Excel, a database software, and the ability to learn additional software applicable to the court

Ability to communicate effectively, both orally and in writing

Ability to establish and maintain harmonious working relations with other employees and the public

Ability to use proper English

Ability to efficiently organize and maintain a filing system

Ability to learn assigned tasks readily, adhere to prescribed routines, and to follow oral and written directions well

Skill in the operation of a personal computer, copier, FAX and other office equipment

Successful applicants will achieve a passing score on a general clerical exam.

44<sup>th</sup> District Court application packets and questions need to be submitted to:  
**Gary Dodge, Court Administrator, 44<sup>th</sup> District Court, 400 E. Eleven Mile Rd., Royal Oak, MI 48067**  
**No later than 4:00 pm on Friday, February 22, 2019.**

Application packets are available at  
44<sup>th</sup> District Courthouse located at 400 E. Eleven Mile Rd., Royal Oak, MI 48067  
and in the Human Resources Office at City Hall, 211 S Williams St, Royal Oak, MI 48067  
online applications will not be considered