

STATE OF MICHIGAN



HONORABLE JULIE A. NICHOLSON  
HONORABLE NANCY TOLWIN CARNIAK  
HONORABLE LISA L. ASADOORIAN  
DISTRICT JUDGES

## District Court - 52nd Judicial District

[www.oaklandcourts.com](http://www.oaklandcourts.com)

700 Barclay Circle  
Rochester Hills, MI 48307  
248-853-5553

AMY L. LUCE  
COURT ADMINISTRATOR

MAGISTRATE MELINDA BALIAN  
MAGISTRATE KAREN HOLT  
MAGISTRATE MARIE SOMA

### POSITION OPENING

**Position: District Court Clerk I – Criminal Division - Full Time**

**Annual Salary Range: \$32,885 - \$42,834 with benefits**

#### General Summary:

Under limited supervision, performs clerical duties. May provide assistance to the public, attorneys and law enforcement personnel. Prepares notices of hearings, performs computer data entry, maintains court files, processes mail, answer telephones, etc.

*This job description is for informational purposes only and not intended to be all inclusive, or limiting, as to specific duties.*

#### Minimum Qualifications

1. Must be 18 years of age and a high school graduate or have a certificate of successful completion of the General Education Development test.
2. Must pass the pre-employment medical examination provided by the County of Oakland.
3. Applicant must have prior clerical experience in an office setting.
4. Advanced computer skills including extensive knowledge of Microsoft Office is required.
5. Knowledge of Judicial Information System (JIS) preferred.
6. Court experience desired.

**Please forward resume to Amy Luce, Court Administrator, [lucea@oakgov.com](mailto:lucea@oakgov.com).**

**Deadline: January 22, 2021 at 4:00pm**

**AN EQUAL OPPORTUNITY EMPLOYER**