

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

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 – Traffic 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 Debbie Meltzer, Supervisor Court Administration, meltzerd@oakgov.com.

Deadline: January 22, 2021 at 4:00pm

AN EQUAL OPPORTUNITY EMPLOYER