

STATE OF MICHIGAN



District Court - 52nd Judicial District

www.oaklandcourts.com

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

AMY L. LUCE

COURT ADMINISTRATOR

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

MAGISTRATE MELINDA BALIAN
MAGISTRATE KAREN HOLT
MAGISTRATE MARIE SOMA

District Court Clerk I - part time position

Schedule is Monday, Wednesday, Friday 8:30am to 5:00pm and Tuesday, Thursday 8:30am to 5:00pm (alternating weeks).

Rate of pay is \$15.81 per hour, no benefits.

Description of Work

Job duties consist of general clerical functions including computer data entry, mail processing, answering telephones, etc. Position will require providing assistance to the public, attorneys and law enforcement personnel.

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

Minimum Qualifications

Must be at least 18 years of age and a high school graduate or have a certificate of successful completion of the General Education Development test.

Must pass the pre-employment medical examination provided by the County of Oakland.

Applicant must have prior clerical experience in an office setting.

Desired Qualifications

Prior court or law office experience.

Advanced computer skills including extensive knowledge of Microsoft Office.

Email resumes to:

Debbie Meltzer, Supervisor, Court Administration

meltzerd@oakgov.com

Closing date is 10-30-20 at 4:00pm