

STATE OF MICHIGAN



District Court - 52nd Judicial District

www.oaklandcourts.com

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

THOMAS D. FUENTES
COURT ADMINISTRATOR

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

MAGISTRATE MELINDA BALIAN
MAGISTRATE KAREN HOLT
MAGISTRATE MARIE SOMA

District Court Clerk I - part time position

The applicant must be available to work Monday through Friday, 12:30pm to 4:30pm.
Rate of pay is \$15.50 per hour, no benefits.

Description of Work

Job duties consist of general clerical functions including computer data entry, maintaining court files, 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 experience.

Advanced computer skills including extensive knowledge of Microsoft Office.

Email or fax resumes to:

Debbie Meltzer
Office Supervisor
52/3 District Court
700 Barclay Circle
Rochester Hills, MI 48307
meltzerd@oakgov.com
Fax: 248.853.3277

Closing date is 01-18-19 at 5:00pm