

The District Court

DISTRICT JUDGES

ANNEMARIE M. LEPORE

STEPHEN S. SIERAWSKI

KIMBERLEY A. WIEGAND

for the



41-A District of Michigan

The Cities of Sterling Heights and Utica
and the Townships of Shelby and Macomb

STERLING HTS DIVISION

40111 Dodge Park Road
Sterling Heights, Michigan
48313

COURT ADMINISTRATOR

Michael J. Piatek

CLERK OF THE COURT

Julie A. Trombley

Employment Opportunity

Job Title: District Court Deputy Clerk
Department: 41-A District Court (Sterling Heights)
Job Type: **Temporary** Part-Time (56 hours per pay period)
Closing Date: November 6, 2020

The 41-A District Court is seeking candidates for a Temporary Part Time Deputy Clerk to cover medical leave. A Deputy Clerk is responsible for an administrative role in the district courts at various levels. An ideal candidate will be able to generate, file and organize documents for court proceedings and creating case dockets. Deputy Clerks might also manage jury information, collect court fines and fees, explain court procedures and coordinate court proceedings with lawyers, judges and other court personnel. In addition, they might oversee warrants, subpoenas and court summonses, or carry out any other job-related duties as directed by the Judges, Court Administrator, or Clerk of the Court.

The position is for four days per week; courthouse hours are Monday - Friday, 8:30 to 4:30. The anticipated coverage dates would be approximately November 2020 to April 2021.

Required Education and Experience

Minimum Qualifications: Possession of a high school diploma or GED. Ability to work independently and with minimal supervision is required.

Preferred skills: Previous office experience is helpful but not required. Prior use of data entry systems, telephone support, and strong customer service skills are preferred.

Additional Requirements and Information

All applicants must pass a background investigation to be considered for employment with the 41-A District Court. An applicant must be at least eighteen (18) years of age at time of employment as a Deputy Clerk. An applicant must be able to pass a post job offer drug screen if required.

Application Process

Interested applicants should submit a cover letter and resume to the Clerk of the Court Julie Trombley, either by email (jtrombley (at) sterling-heights.net) or by fax (586-276-4074) .

Criminal Division
(586) 446-2550

Civil Division
(586) 446-2535

Traffic Division
(586) 446-2575