



Mark A. Hackel
County Executive

Judicial Aide

16th Judicial Circuit Court
Mount Clemens, Michigan

Salary - \$42,942.48 to \$53,678.11 Annually

JOB SUMMARY:

Under direction, performs collection activities on behalf of the Circuit Court; reviews reports; assists with processing of accounts payable; enters and maintains payment information regarding collection activities; performs related duties as assigned.

QUALIFICATIONS (EDUCATION AND EXPERIENCE):

REQUIRED:

Possession of a high school diploma or a certificate of successful completion of the General Educational Development Test.

A minimum of three (3) years of collections, financial, court or legal experience.

PREFERRED:

An Associate Degree or higher in Accounting, Finance, Business, Business Administration, or a related field.

Previous experience in a Court or government setting.

Previous legal training or work experience.

BENEFITS:

We offer health, dental and vision plans that offer flexibility and choice along with a generous time off policy and a 401(a) retirement plan. Visit our website at <http://hrlr.macombgov.org> for more details on our exceptional benefit package.

HOW TO APPLY:

This job posting closes at 5:00 p.m. on Tuesday, December 18, 2018.

For a complete job description, benefits information and online application instructions, please visit our website at <http://hrlr.macombgov.org>

THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER