

Part-Time Judicial Aide

44th District – Serving the City of Royal Oak, MI

Applications are being accepted for a **Part Time Judicial Aide**. Upon application, an applicant should have the following training, experience, education and certifications: Hours may vary up to 1,488 hours per year* Starting pay is \$15 per hour.

MINIMUM QUALIFICATIONS:

1. Graduation from high school including or supplemented by course work, training, or experience which results in the below stated knowledge, skills and abilities.
2. Ability to type a minimum of 40 words per minute
3. A valid Michigan motor vehicle operator's permit.
4. Knowledge of modern office practices and procedures.
5. Working knowledge of MS Word and MS Excel, database software, and the ability to learn additional software applicable to the court.
6. Ability to communicate effectively, both orally and in writing.
7. Ability to establish and maintain harmonious working relations with other employees and the public.
8. Ability to use proper English.
9. Ability to efficiently organize and maintain a filing system
10. Ability to learn assigned tasks readily, adhere to prescribed routines, and to follow oral and written directions well
11. Skill in the operation of a personal computer, copier, FAX and other office equipment

PREFERRED QUALIFICATIONS:

1. Significant college course work.
2. Prior experience working in a Michigan court.
3. Experience using Judicial Information System (JIS) case management software.
4. Obtained certification as a Certified Electronic Operator (CEO) from the Supreme Court Administrative Office, or must obtain certification within one year of hire and maintain certification throughout employment.

GENERAL STATEMENT OF DUTIES: A **Part-Time Judicial Aide** may be assigned to perform a wide variety of clerical, recordkeeping and public contact duties in the judge's office and throughout the court facility. Duties involve working in a courtroom and office setting requiring frequent or continuous public contact, in person or via phone, fax and computer, and the operation of modern office equipment, including personal computers and specialized court recording equipment. Position requires the ability to use a keyboard to quickly and accurately input information into a computer or database, to utilize Word and data processing software, and to learn other software applicable to the court. Specific instructions are given at the beginning of the work assignment. Supervision is received from the judge, his court reporter/secretary or court administration.

Selected person will be required to pass a pre-employment physical and background check.

City of Royal Oak application packets and questions need to be submitted to:
Gary Dodge, Court Administrator of the 44th District Court, 400 E. Eleven Mile Rd., Royal Oak, MI 48067
No later than 4:00 pm on February 22, 2019.

Application packets are available at
the 44th District Courthouse located at 400 E. Eleven Mile Rd., Royal Oak, MI 48067
and in the Human Resources Office at City Hall, 211 S Williams St, Royal Oak, MI 48067
On-line applications **will not** be considered.