

STATE OF MICHIGAN



27TH DISTRICT COURT
2015 Biddle Ave, Wyandotte, MI 48192
Phone: (734) 324-4475 Fax: (734) 250-9312

Elizabeth L. DiSanto
Chief Judge

Stacie Nevalo
Court Administrator

Job Posting

Position:

PART-TIME Probation Clerk/Cashier

Pay Rate:

\$11.00/Hour

Schedule:

Monday-Friday 8:30am-2:00pm

Responsibilities include:

The following list is intended to be a general description of duties, and does not reflect all of the duties performed:

Customer Service, Daily Cash Transactions for Probation Cases, Filing, Data Entry, Scanning, Faxing, Drafting Probation Orders, Drafting Probation Violations and Discharges, Confirming Daily Dockets, Maintaining Probation Department Calendar.

Qualifications:

Applicants must possess a High School diploma.

Excellent Communication and computer skills are required.

Prior court experience and knowledge of the Judicial Information System (JIS) is desired.

Present professional demeanor and attitude.

To Apply: *MAIL resume, cover letter and application to the following address:

City of Wyandotte/27th District Court

Attn: Anne Goudy

3200 Biddle Avenue

Wyandotte, MI 48192

*EMAIL resume, cover letter and application to cityjobs@wyan.org

Deadline to apply: Until Filled