

WILLIAM J. SUTHERLAND
District Judge
GENO D. SALOMONE
District Judge



VICKY BOWMAN
Court Administrator
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TWENTY-THIRD JUDICIAL DISTRICT OF MICHIGAN
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Probation Department (734) 374-1326 • Civil Division (734) 374-1328

JOB POSTING

DEPUTY COURT CLERK

FULL-TIME

CIVIL DIVISION

Education & Experience Requirements: High School Diploma or GED required. Previous knowledge of court related procedures in the civil division and Judicial Information Systems (JIS) preferred. Must have the ability to multi-task, establish priorities and work independently. Must be able to maintain effective and professional relationships with co-workers. Must also be able to deal effectively and professionally with the public in handling situations of a difficult nature.

Interested applicants should send a resume with references by email to vbowman@ci.taylor.mi.us. Only those candidates selected to interview for the position will be contacted. This position will remain open until filled.