



Position Available
Court of Claims Clerk III
Michigan Court of Appeals
Salary Range \$35,746.56 - \$45,393.12

The Michigan Court of Appeals is currently seeking qualified applicants for the position of Clerk III for the Court of Claims. Under the supervision of the Deputy Clerk, responsible for processing all incoming filings in cases filed in the Court of Claims. Position requires knowledge of court rules and procedures. Primary responsibilities include:

- Process incoming filings for inclusion in specific Court of Claims files: identify and docket filings and related fees and costs; scan and link filings to docket entries; generate correspondence to parties and attorneys concerning pending cases in the Court of Claims; issue orders and notices; monitor Court of Claims files and take appropriate action with regard to case progress, defect cures, or overdue pleadings; and respond to inquiries by parties or attorneys.
- Assist judicial offices in scheduling hearings and arranging for court reporters. Monitor outcome of hearings and make appropriate docket entries.
- Transfer cases from the Court of Claims to other circuit courts and monitor progress. Monitor the transfer of cases from other circuit courts to the Court of Claims to make sure that files are timely received.
- Process Notices of Intention and notify Attorney General's office and other State agencies of filing.
- Receive Warrants from the State and forward to appropriate parties.
- Certify Court of Claims files/record and forward to Court of Appeals as requested.
- Open and close public counter and monitor public counter during office business hours – 9:00 a.m. to 5:00 p.m.; date-stamp documents delivered to public counter and route appropriately; and answer inquiries in person or by telephone regarding filing requirements, procedures, copy requests, and general office information.

EDUCATION AND EXPERIENCE: Associates Degree or equivalent in business, court administration, or paralegal studies.

WORK LOCATION: Hall of Justice, Lansing, MI

TO APPLY: Please send your cover letter and resume to jobapps@courts.mi.gov. If you are unable to send applicant materials electronically, cover letter and resume may be mailed to: Judicial Human Resources Department, Attn: Court of Claims Clerk III, P.O. Box 30052, Lansing, MI 48909.

POSTING DEADLINE: JANUARY 23, 2014
AN EQUAL OPPORTUNITY EMPLOYER