



# STATE OF MICHIGAN 46<sup>th</sup> DISTRICT COURT

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## DISTRICT JUDGES

The Honorable  
SHELIA R. JOHNSON  
248-796-5810

The Honorable  
DEBRA NANCE  
248-796-5820

The Honorable  
WILLIAM J. RICHARDS  
248-796-5830

ADMINISTRATOR  
CYNTHIA ARVANT  
248-796-5800

CIVIL DIVISION  
248-796-5870

CIVIL INFRACTION/  
PARKING DIVISION  
248-796-5860

MISDEMEANOR/  
FELONY DIVISION  
248-796-5880

PROBATION  
DEPARTMENT  
248-796-5850

TDD  
248-354-3329

[www.46thdistrictcourt.com](http://www.46thdistrictcourt.com)

## Deputy Court Clerk I

**Position:** Court Clerk I - Traffic/Criminal Division  
Part time (30 hours per week)

**Salary:** starting \$15.71 hourly plus fringe benefits

**Summary:** Entry level position - responsible for a variety of general clerical functions including processing traffic and parking tickets, felonies and misdemeanors. Duties also include data entry, typing, processing court notices, filing, answering telephone and responding to informational inquiries from the general public. Ability to maintain effective working relationship with other workers and interact effectively with the general public. Must be high school graduate or equivalent. Court experience preferred.

**To Apply:** Submit resume by May 8, 2014 to:  
46<sup>th</sup> District Court  
Attn: Renee Shelide  
26000 Evergreen Road  
Southfield, MI 48076  
[courtemployment@cityofsouthfield.com](mailto:courtemployment@cityofsouthfield.com)

The 46<sup>th</sup> District Court is an Equal Opportunity Employer

26000 Evergreen Road ♦ P.O. Box 2055 ♦ Southfield, Michigan 48037-2055