



## **District Court for the County of Oakland**

FIFTY SECOND DISTRICT-4TH DIVISION  
520 W BIG BEAVER RD  
TROY MI 48084  
(248) 528-0400  
(248) 528-3588 (Fax)

**WILLIAM E. BOLLE**  
**KIRSTEN NIELSEN HARTIG**  
DISTRICT JUDGES

**B. JILL PALULIAN**  
COURT ADMINISTRATOR

### **Part-Time District Court Clerk I**

Rate of pay is \$13.63 per hour

Work week will be 20 hours.

Applicant must be flexible and available to work various hours Monday through Friday, between 8:30 am and 5:00 pm.

### **Description of Work**

Job duties consist of giving information to the general public, attorneys and law enforcement personnel regarding traffic and criminal cases including computer data entry, maintaining court files, mail processing, answering telephones, etc. (This job description is for informational purposes only and is not intended to be all inclusive or limiting as to specific duties.)

### **Minimum Qualifications**

1. Must be a high school graduate or have a certificate of successful completion of the General Education Development Test.
2. Pass the pre-employment medical examination provided by the County of Oakland.
3. Successfully complete a six month probationary period.
4. **Previous experience in a court or law office.**
5. Advanced computer skills including extensive knowledge of Microsoft Office.

### **Desired Qualifications**

1. JIS experience.
2. Experience performing clerical duties in a court setting.

**Email or fax resumes to:**

B. Jill Palulian, Court Administrator

52/4 District Court

520 West Big Beaver Road

Troy, Michigan 48084

[palulianj@oakgov.com](mailto:palulianj@oakgov.com)

Fax: 248-528-3588

**Deadline: April 18, 2014**