

STATE OF MICHIGAN



COUNTY OF OAKLAND

HON. JOSEPH G. FABRIZIO
HON. KELLEY KOSTIN
DISTRICT JUDGES

SHARON M. RUPE
COURT ADMINISTRATOR

District Court – 52nd Judicial District

2ND DIVISION
5850 LORAC
CLARKSTON, MICHIGAN 48346

VIOLATIONS BUREAU: (248) 625-4880
CRIMINAL DIVISION: (248) 625-4888
CIVIL DIVISION: (248) 625-4994
PROBATION DEPARTMENT: (248) 625-5957
FAX: (248) 625-5602

JOB ANNOUNCEMENT

DISTRICT COURT CLERK I Part-Time

This position is assigned to the probation department and is limited to 16-20 hours per week. Rate of pay is \$13.63 per hour with no benefits.

Summary of Duties

General case processing, computer data entry, filing, and provides assistance to the public in person and on the telephone.

Minimum Qualifications

Must be a high school graduate or have a certificate of successful completion of the General Education Development Test (GED).

Pass the employment medical examination provided by the County of Oakland.

Desirable Qualifications

Experience with the Judicial Information System (JIS) and Microsoft Office programs.

Previous court experience.

Resumes accepted until March 21, 2014

Submit by e-mail to:

Carol Bond, Probation Supervisor

Email: bondcm@oakgov.com