

54-A DISTRICT COURT

124 W. Michigan Ave., 6th Floor City Hall, Lansing, MI 48933

DISTRICT JUDGES

CHARLES F. FILICE
PATRICK F. CHERRY
FRANK J. DeLUCA
LOUISE ALDERSON
HUGH B. CLARKE, JR.



Court Administrator
ANETHIA BREWER

Magistrate
LAURA A. MILLMORE

Position: DISTRICT COURT DEPUTY CLERK – CIVIL DEPARTMENT

Status: Full Time, Permanent, Bargaining Unit (Teamsters 580)
Salary: \$26,183 to \$38,460 plus Benefits

Job Summary: Under limited supervision, performs intermediate level clerical work of some complexity and variety requiring independent judgment and decision-making based on knowledge of civil court procedures, policies, practices and Michigan Court Rules. Work is Monday through Friday, 8:00 a.m. to 5:00 p.m.

Examples of Duties:

- Open, update and close civil case files, prepare file folders, maintain registers of action
- Process pleadings, motions, orders, judgments and post-judgment filings
- Review legal documents for timeliness, accuracy, completeness and compliance with court rules
- Prepare summons, forms, orders, notices and other legal documents
- Schedule hearings and appearances according to established procedures
- Update case information into civil module of JIS case management system
- Operate and balance cash drawer; accept, record and receipt payments of fees, bonds, escrow payments and other monetary transactions
- Provide customer service at counter and/or on telephone

Requirements:

- High School Diploma or GED required
- Minimum of one year experience in a court or law office
- Advanced coursework in paralegal studies or related subject matter highly preferred
- Ability to type 50 wpm
- Ability to pass basic clerical skills assessment
- Pass a criminal background check
- Experience with J.I.S. civil module or other case management system highly preferred

Physical Requirements: Walking, standing, prolonged sitting, carrying, bending, lifting up to 40 lbs, talking, seeing, hearing.

Submit a 54-A District Court employment application*, resume and proof of a high school diploma or GED to:

Anethia Brewer, Court Administrator
54-A District Court
124 W. Michigan Ave., 6th Floor
Lansing, Michigan 48933

*Applications are available on line at www.lansingcourt.gov. Applications must be downloaded and mailed to the above address, emailed to mkelly@lansingmi.gov, or faxed to Anethia Brewer at (517) 483-4478. If you need a disability related accommodation, please contact the 54-A District Court at (517) 483-4443.

Deadline to Apply: FRIDAY, FEBRUARY 14, 2014

The 54-A District Court is an equal opportunity employer and does not discriminate in its policies or practices on the basis of race, religion, color, national origin, gender, sexual orientation, marital status, height, weight, arrest record, or handicap of any individual.