

DISTRICT COURT - 35TH JUDICIAL DISTRICT

660 PLYMOUTH RD., PLYMOUTH, MICHIGAN 48170-1891

734-459-4740 FAX 734-454-9303

www.35thdistrictcourt.org

RONALD W. LOWE
CHIEF DISTRICT JUDGE

JAMES A. PLAKAS
DISTRICT JUDGE



MICHAEL J. GEROU
CHIEF JUDGE PRO TEM

PAM AVDOULOS
COURT ADMINISTRATOR

Deputy Court Clerk Position Full Time – (35 hours/wk)

Under the supervision of the Clerical Supervisor, the successful candidate will perform general clerical duties related to civil, criminal, traffic and probation. Responsibilities will include answering phones, providing assistance to public and law enforcement, entering data on court case management system (JIS), generating and distributing court related notices/paperwork, processing incoming mail and maintaining records. Additional responsibilities may include use of LEIN and SOS as well as other duties as assigned. Duties will include the following equipment: telephones, computer terminal, copier and cash register.

Required Knowledge, Skills and Abilities: Must be computer literate in operation of Microsoft Word. Ability to understand and follow oral and written instructions, establish priorities and work independently. Ability to maintain effective working relationships with other employees and interact effectively with the general public. Accuracy in data entry is a vital aspect of this position. The successful candidate must have no felony or misdemeanor convictions and must pass a criminal background check. A physical exam and drug test are pre-employment requirements.

Qualifications: Must have prior experience in general office skills including typing, telephone and computer skills. Prior experience in court setting is preferred.

Benefits: This is a full-time permanent position with union representation (MAPE). Standard court hours are from 8:30a.m.-4:30 p.m. Monday-Friday.

To apply, please submit a resume and letter of interest to: madziekan@35thdistrictcourt.org or Mary Ann Dziekan, Clerical Supervisor, 35th District Court, 660 Plymouth Road, Plymouth, MI 48170 by Wednesday, March 26, 2013. No phone calls please.

The 35th District Court is an Equal Opportunity Employer.

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COURT ADMINISTRATOR

Deputy Court Clerk Position Part-time - \$16.27/hour (20-25 hours/wk)

Under the supervision of the Clerical Supervisor, the successful candidate will perform general clerical duties related to civil, criminal, traffic and probation. Responsibilities will include answering phones, providing assistance to public and law enforcement, entering data on court case management system (JIS), generating and distributing court related notices/paperwork, processing incoming mail and maintaining records. Additional responsibilities may include use of LEIN and SOS as well as other duties as assigned. Duties will include the following equipment: telephones, computer terminal, copier and cash register.

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Qualifications: Must have prior experience in general office skills including typing, telephone and computer skills. Prior experience in court setting is preferred.

Benefits: This is a part-time permanent position with union representation (MAPE). Standard court hours are from 8:30a.m.-4:30 p.m. Monday-Friday.

To apply, please submit a resume and letter of interest to: madziekan@35thdistrictcourt.org or Mary Ann Dziekan, Clerical Supervisor, 35th District Court, 660 Plymouth Road, Plymouth, MI 48170 by Wednesday, March 26, 2013. No phone calls please.

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