



45th District Court
13600 Oak Park Blvd.
Oak Park, MI 48237
(248) 691-7440

JOB OPENING ANNOUNCEMENT

POSITION TITLE: DEPUTY CLERK FILE ROOM – PART TIME
SALARY RANGE: \$10.00 - \$12.00 PER HOUR, up to 30 hours per week

JOB SUMMARY

Under the direction of the court administrator or supervisor, the File Room Clerk is responsible for filing court files and court documents. Additional responsibilities include, but are not limited to, receiving, logging, sorting, organizing and distributing incoming mail, processing/metering outgoing mail, retrieving files from court rooms, assisting with counter/phone public service, and performing general data entry. The File Clerk will also be involved in file room organization and shredding of records based upon the state file retention schedule. The successful candidate must have no felony or misdemeanor convictions and must pass a criminal background check.

PHYSICAL DEMANDS

The duties of this position require sufficient mobility to work in a normal office setting and use standard office equipment including computer, vision to read printed materials and VDT screen, and hearing and speech sufficient to communicate in person and/or over the telephone. The candidate will be expected to handle file room organization at multiple locations, including the ability to lift file boxes, reach files on high shelves, organize, and use shredding equipment.

EDUCATION

Possession of a high school diploma or GED is a minimum requirement. College level coursework is preferred. Prior training is desired in customer/service techniques, keyboarding, e-mail, and Microsoft Excel and Word.

EXPERIENCE

This is an entry level position. No specific prior experience is required.
This position is part-time and is not eligible for health benefits.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive.

Resumes or applications should be completed in full and submitted to:

Court Administrator
45th District Court
13600 Oak Park Blvd.
Oak Park, MI 48237
Goodroe@45bdc.org -- resumes may be submitted by e-mail.

APPLICATIONS WILL BE ACCEPTED UNTIL: Friday, February 7, 2014