



## **47th District Court**

31605 W. Eleven Mile Rd.  
Farmington Hills, Michigan 48335  
(248) 871-2970  
FAX (248) 871-2901

## **Job Opening**

**POSITION TITLE: DEPUTY CLERK – TRAFFIC-CRIMINAL DIVISION**  
**PART TIME: 24 HOURS/WEEK**  
**FLSA STATUS: NON-EXEMPT**  
**SALARY RANGE: \$12.15/HOUR**

### **JOB SUMMARY**

Under the direction of the court administrator and the clerk supervisor, a deputy clerk is responsible for cashiering, scheduling events on the computer, generating and mailing notices, preparing and distributing daily court calendars, reviewing files returned from court events, entering event dispositions on the computer, assisting with counter/phone public service, performing general data entry, filing papers, processing incoming mail and other duties as assigned. Additional responsibilities may include: court recording, LEIN access, and staff training.

### **PHYSICAL DEMANDS**

The duties of this position require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and VDT screen, and hearing and speech sufficient to communicate in person and/or over the telephone.

### **EDUCATION**

Possession of a high school diploma is a minimum requirement. An associate's degree in a liberal arts field is desired. Prior training is desired in customer/service techniques, keyboarding, Groupwise Email, and Microsoft Excel and Word.

### **EXPERIENCE**

Experience as a court clerk is desired.

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

**Applications should be** completed in full and submitted to: 47<sup>th</sup> District Court, 31605 W. 11 Mile Rd., Farmington Hills, MI 48336, Attn: Dave Walsh.

### **APPLICATIONS ARE AVAILABLE ONLINE AT:**

**<http://muniweb.fhgov.com/egov/apps/document/center.egov?fDD=&fCS=&path=browse&id=9>**

**APPLICATIONS MAY ALSO BE OBTAINED AT THE COURT.**

**APPLICATIONS WILL BE ACCEPTED THROUGH: Friday, March 21, 2014**