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**FULL-TIME EMPLOYMENT OPPORTUNITY**

**DEPUTY COURT CLERK/CASHIER**

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The 21<sup>st</sup> District Court, located in Garden City, is accepting applications for an experienced Deputy Court Clerk/Cashier. Under the general supervision of the Court Administrator, the clerk performs a variety of tasks involved in the processing of traffic, civil and criminal cases. This position also provides counter services which include receiving and receipting money and providing competent assistance on court matters to attorneys, law enforcement officers and the public.

Applicant must possess strong interpersonal skills, the ability to work well individually and as a part of a team. Prior court experience and JIS experience is mandatory.

Applicants will be required to complete an employment application and sign a release for previous and current employment records. A criminal history will be conducted and a request made to the Secretary of State for driving records.

Interested applicants should send their resume, including a list of references to Sally B. Huskins, Court Administrator, 21<sup>st</sup> District Court, 6000 Middlebelt Road, Garden City, Michigan 48135.

The 21<sup>st</sup> District Court is an Equal Opportunity Employer.