The 25th District Court is seeking a qualified individual for a Part-Time Civil/Deputy Clerk's position.

Applicants must possess a high school diploma, pass a criminal background check, and obtain certification in Law Enforcement Information Network (LEIN). Knowledge of Microsoft Office, Windows 7, general computer and strong organizational skills are also required.

Areas of responsibility will include case entry, docket scheduling for landlord tenant, small claims, general civil cases, and any other civil filings as necessary. **Prior civil clerk experience required.** Working knowledge of general accounting principles, office procedures, telephone protocol, ability to type and use all current office machines and equipment, ability to work with minimal supervision, and ability to deal with people under stress in a firm but fair manner.

The above job description is not all inclusive of the total scope of duties to be performed and is meant as a general guideline of such duties. Compensation is $13.00 per hour; 24-32 hours per week.

Resumes are to be mailed to 25th District Court, 1475 Cleophus Pkwy, Lincoln Park, MI 48146 and must be postmarked no later than February 21, 2014.

Telephone calls or facsimiles **WILL NOT** be accepted.