

**Deputy Court Clerk
14-B District Court**

Applications/resumes are being accepted to fill the position of Deputy Court Clerk within the 14-B District Court. Duties include a variety of clerical tasks involved in the processing of civil, criminal and/or traffic cases. High school diploma or G.E.D. with minimum of 2 years office experience needed. Excellent customer service and communications skills required. Qualified candidates will be tested to validate skills, knowledge and abilities for the position, including accuracy in data entry and handling of monetary transactions. Starting salary for this position is \$13.90/hour. If interested complete a Charter Township of Ypsilanti Employment Application and review the job description at: www.ytown.org or in the HR Dept. at 7200 S. Huron River Dr., Ypsilanti, MI by January 24, 2014.

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