

STATE OF MICHIGAN



District Court - 52nd Judicial District

1ST DIVISION

48150 Grand River Ave.
Novi, MI 48374-1222

HONORABLE BRIAN W. MacKENZIE
HONORABLE DENNIS N. POWERS
HONORABLE ROBERT BONDY
DISTRICT JUDGES

(248)305-6460 Criminal
(248)305-6511 Traffic
(248)305-6080 Civil
(248)305-6144 Probation

Joyce A. Renfrow
COURT ADMINISTRATOR

JOB ANNOUNCEMENT CLERICAL/20 HOURS PER WEEK PART TIME/NO BENEFITS

Hourly: \$13.63-\$17.75 (In accordance with experience)

Reports to: Court Administrator , Deputy Administrator and Division Supervisor

GENERAL SUMMARY:

Under limited supervision, performs clerical duties related to civil, criminal traffic, probation and/or administrative proceedings in a District Court. May provide assistance to the public, attorneys and law enforcement personnel. Prepares notices of hearings to ensure proper court dates and probation appointments. Answers telephones, maintains files on court cases, updates computer records, prepares forms, applications and records. Operates a personal computer and mainframe computer system. Knowledge of Judicial Information System (JIS) preferred.

QUALIFICATIONS:

Court experience desired.

CLOSING:

Please email cover letter and resume to Janet Rehm (rehmj@oakgov.com) by Tuesday, May 27, 2014 by 2:00 p.m.
