



STATE OF MICHIGAN 46th DISTRICT COURT

DISTRICT JUDGES

The Honorable
SHELIA R. JOHNSON
248-796-5810

The Honorable
DEBRA NANCE
248-796-5820

The Honorable
WILLIAM J. RICHARDS
248-796-5830

ADMINISTRATOR
CYNTHIA ARVANT
248-796-5800

CIVIL DIVISION
248-796-5870

CIVIL INFRACTION/
PARKING DIVISION
248-796-5860

MISDEMEANOR/
FELONY DIVISION
248-796-5880

PROBATION
DEPARTMENT
248-796-5850

TDD
248-354-3329

www.46thdistrictcourt.com

Mail Clerk

Position: Mail clerk
Part-time (30 hours a week)

Salary: starting \$14.38 hourly plus fringe benefits

Summary: Entry level position - responsible for a variety of general clerical functions including the separation and distribution of mail. Duties also include using a computer, typing, processing court notices, answering telephone, filing and responding to informational inquiries from the general public. Ability to maintain effective working relations with other workers and interact effectively with the general public. Must be high school graduate or equivalent. Court experience preferred.

To Apply: Submit resume by May 8, 2014 to:
46th District Court
Attn: Renee Shelide
26000 Evergreen Road
Southfield, MI 48076
courtemployment@cityofsouthfield.com

The 46th District Court is an Equal Opportunity Employer

26000 Evergreen Road ♦ P.O. Box 2055 ♦ Southfield, Michigan 48037-2055