

**45A DISTRICT COURT
JOB OPENING/DESCRIPTION**

PART TIME COURT CLERK

Rate of pay: \$10.00 to \$13.00 per hour

Hours: 10 to 20 hours per week

Applicant must be flexible and available to work various hours Monday through Friday, between 8:00am and 4:30pm.

Deadline: Open until filled

Position Summary:

Under the supervision of the Court Administrator, the court clerk performs a full scope of basic clerical functions including word processing, records management, data entry, customer service, receipting payments and similar activities. Experience using the Judicial Information Systems (JIS) desired.

Required Knowledge, Skills, Abilities and Minimum Qualification

1. A high school diploma or equivalent..
2. Ability to type with speed and accuracy.
3. General knowledge of the structure, policies, procedures, and regulations of a District Court.
4. Knowledge of general office operations and clerical procedures and practices as it related to court operations.
5. Ability to learn the policies and procedures of the position.
6. Ability to operate general office equipment and machines, personal computer and word processing software, typewriter, calculator, copier and fax machine.
7. Ability to gather data and prepare accurate and timely records, reports, notices, memos and letters.
8. Ability to establish and maintain effective working relationships with employees, supervisors, and the general public.
9. Ability to convey and understand information effectively and promptly through speaking, hearing, reading and writing.
10. Ability to critically assess situations, solve problems, and work effectively within deadlines, and changing work priorities.

Please send resume, cover letter and list of references to:

45A District Court
Attn: Tamara Bone'
3338 Coolidge Hwy
Berkley, MI 48072

The 45A District Court is an equal opportunity employer.