

## **Employment Opening Advertisement**

**City of Grosse Pointe Farms  
90 Kerby Road  
Grosse Pointe Farms, Michigan 48236**

The City of Grosse Pointe Farms is accepting applications for a Full-time Deputy Court Clerk position in the Grosse Pointe Farms Municipal Court. Interested and qualified candidates must submit completed employment applications by the deadline of Wednesday, June 25, 2014 unless indicated otherwise. Employment applications are available at the City Offices, 90 Kerby Road, Grosse Pointe Farms. Additionally, applications are available on the City's web page, within Download Forms, at [www.grossepointefarms.org](http://www.grossepointefarms.org).

All positions require that candidates be eighteen years of age or older. All candidates must work well with the public and other employees. The City will perform background checks for all candidates selected. All applicants are subject to the City's policy of zero tolerance with respect to illegal or controlled substances. All applicants must comply with all of the City's testing requirements.

Completed applications should be mailed or delivered to the Grosse Pointe Farms Municipal Court, Attention: Madeline Eberhardt-Court Administrator, 90 Kerby Road, Grosse Pointe Farms, Michigan 48236. The City of Grosse Pointe Farms is an equal opportunity employer.

### **Position Information**

#### **Full-time Deputy Court Clerk Position:**

Under the direct supervision of the Court Administrator, a candidate for this position will be responsible for performing the following essential functions. These examples do not include all of the duties which the employee may be expected to perform.

1. Answer phones, respond to inquires, and provide assistance to the public and City Employees.
2. Process criminal and civil cases, traffic, boating, meter and parking tickets, other ordinance and zoning violations. Code and enter tickets, warrants, payments, notices, and related information into the Court computer system.
3. Schedule Court dates and assist in the preparation of the Court docket. Prepare the courtroom and related material when Court is in session.
4. Work closely with Public Safety Department in the coordination of Court and law enforcement activities.
5. Log letters to the Court for the Judge's consideration. Prepare correspondence, types, copies, and files.
6. Process animal control citations and veterinary bills, and assist in a variety of related activities.
7. Process and distribute daily mail.
8. Assist the Court Administrator with various activities and performs related work as required.
9. Probation duties as assigned by Court Administrator.
10. Limited supervisory responsibilities.

Required knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position include: high school diploma or equivalent, bachelor degree preferred, two or more years of court clerk and probation experience, thorough knowledge of the procedures and processes applied in a court setting, knowledge of the rules and regulations related to the State LEIN system, knowledge of cash handling and related bookkeeping principles, ability to maintain complex computerized and paper filing systems, ability to effectively communicate and exercise diplomacy in normal and contentious situations, skill in the use of standard office equipment, including computers and related software. Must be flexible with on-call weekend scheduling and have a willingness to attend court related seminars and training.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.