43rd District Court/Hazel Park Division
43 E. Nine Mile Road
Hazel Park, MI 48030
(248) 547-3034

JOB POSTING

POSITION/TITLE: Probation Clerk – Part Time, At Will

SALARY RANGE: Beginning pay - $12.00/hour.

JOB DESCRIPTION

A Probation Clerk is responsible for data entry for case files, scheduling of court events and court dispositions, preparation of court calendars, scheduling and other orders, correspondence and other necessary Court paperwork, communication with law enforcement agencies and other courts regarding criminal and traffic matters, generating and the mailing of notices, orders and other Court documents on a daily basis, filing of court paperwork and daily mail, and other duties as they are assigned. This employee is also responsible for maintaining probation files and databases, monitoring offenders and attendant follow up and preparing motions to show cause and discharges. A Probation Clerk also maintains detailed case records, reporting to the court as necessary. A Probation Clerk will be required to become certified as a LEIN operator by means of a bi-annual test. This position includes, but is not limited to the duties listed above.

EDUCATION

An associate's degree or equivalent in liberal arts or in business administration is required. Training in customer service techniques is desired.

EXPERIENCE

Must have prior experience in general office skills which include telephone, word processing and other computer skills. Previous experience working in a court and knowledge of substance abuse practices, interviewing skills, and assessment and referral practices is highly desired. Must have knowledge of Microsoft Office computer programs.