

State of Michigan
District Court -30th Judicial District
12050 Woodward Avenue
Highland Park, MI 48203
Phone: (313) 252-0300
Fax: (313) 865-1115

Brigette R. Officer
District Judge

Dorine A. Heath
Court Administrator

DEPUTY CLERK I-TRAFFIC DIVISION
Full Time Position

The 30th District Court, 12050 Woodward Avenue, Highland Park, Michigan 48203, seeks qualified applicants for the position of Deputy Clerk I in the Traffic Division.

Qualifications: Applicants must be a citizen of the United States, have a high school diploma or GED equivalent, and must be at least 18 years of age. **Experience in a district court is preferred.** The applicant must pass a background check, physical and drug test.

Duties: Under the supervision of the court administrator, he/she must be able to perform clerical work of some complexity and variety. Many of these functions include handling the processing of traffic and parking tickets, civil infractions and misdemeanor cases. He or she will be required to assist other clerks in other departments. He/she must be able to assist the general public at the counter and on the telephone while maintaining good customer service. He/she must have the ability to understand and follow oral and written instructions and establish priorities and work independently as well as maintain effective working relationships with other employees. The applicant must have good writing and communication skills. He or she must be able to review correspondence regarding tickets and court date request on a timely basis. Typical duties include typing, entering new court cases and tickets on the computer, answering telephones, assisting members of the public at the counter and on the telephone, filing, updating cases on the computer and entering dispositions, preparing the docket for court, opens an files mail, notifying police officers of court dates, notifying defendants of court dates or payments due, receiving funds paid for fines, fees, bonds and court costs, and issuing receipts.

Education: Qualified candidates must be computer literate in operation of Microsoft Word or Works. The candidate must have a high school diploma or GED equivalent and must maintain a professional attitude at all times. He or she must be able to work well with others as well as the public. He or she must be able to operate equipment such as computers, typewriters, fax machines, cash registers, printers, copiers, and postal machine. Accurate typing and computer skills are required and experience with District Court proceedings is preferred.

Fringe benefits: vacation, pension, health insurance benefits including dental and optical insurance provided.

STARTING SALARY: \$12.50/hr

Applications may be obtained at the 30th District Court only.

Standard work hours: Monday-Friday, 8:00 a.m.-4:30 p.m.

Please submit application, resume and cover letter by mail to: (No faxes or e-mails accepted)

Ms. Dorine A. Heath
Court Administrator
30th District Court
12050 Woodward Avenue
Highland Park, Michigan 48203

JOB OPENING DATE: March 19, 2014

APPLICATION DEADLINE: March 26, 2014

The court will review applications/resumes in a timely manner. We will work within a reasonable time frame to begin employment.

The 30th District Court is an Equal Opportunity Employer