

DISTRICT COURT



STATE OF MICHIGAN

29th JUDICIAL DISTRICT of MICHIGAN

LAURA R. MACK
District Judge

LINDA GABLE
Court Administrator

Part-Time Clerk - 29th District Court

Starting Pay Rate: \$10.06/hour (28 hours per week - days 8am-4:30pm)

Responsibilities: Must have the ability to work effectively with other employees and the general public and handle matters that may be of a highly confidential nature. Performs data entry, case processing and a variety of complex clerical tasks.

Qualifications: High School Education or GED. Must be able to accurately type 40 words per minute on a computer keyboard and have a minimum of one year experience in computer applications including, word processing and/or data entry.

Application available at the 29th District Court, 34808 Sims Ave, Wayne, MI 48184 or at www.ci.wayne.mi.us.

Completed application and resume must be received at the 29th District Court, ATTN: Linda Gable, Court Administrator by 4:00pm on Thursday, May 22, 2014.

The 29th District Court is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.