JOB ANNOUNCEMENT FOR COURT CLERICAL WORKER III (CCW III)

This is an entry level position in the Records Department of the Wayne County Probate Court

Job description and qualifications

The initial job duties for this position include the following: Accurately file court files and documents; pull needed files and documents; access computer terminal for inquiry and soundexing; courteously respond to inquiries from walk-in customers, staff, telephone calls; pick-up and deliver court files and documents; may be involved in special projects relating to file storage, archiving and off-site retrieval as well as other duties assigned by management.

This classification may also be assigned to perform data entry including: Accurately enter and edit all departmental data into the computer record using specifically designed computer codes; collect, accurately sort and deliver documents in a timely manner; perform as receptionist as assigned; develop knowledge of court paper flow to be able to troubleshoot problems as they arise. Other duties may be assigned to facilitate the work of management.

Additional Requirements:

This job requires a high school diploma or GED and 1 year of office experience is preferred. You must pass a pre-employment test including typing at 50 wpm or 10,000 ks/hr with 95% accuracy, and a basic skills written examination. A pre-employment physical that includes drug screening and background check will be conducted. This position is represented by a union and terms and conditions of employment are governed by a collective bargaining agreement. **The preferred candidate would possess the above skills and be interested in pursuing the career opportunities available at the Wayne County Probate Court.**

Those interested in this position may forward a cover letter, resume and completed employment application via email to: employment@wcpc.us or via fax to 313-967-4022. Application forms may be downloaded from the Wayne County Probate Court's website www.wcpc.us from the "Employment Opportunities" page - this link can be found on the bottom of the website home page.

Pertinent Details:

Work Location: 2 Woodward Ave., Room 1305
Detroit, MI 48226

Starting Salary: $24,900 / annually ($11.98 / hour)

Benefits: Medical (with employee contribution), Dental, Optical Reimbursement
Retirement (with employee contribution), paid sick leave

After 1 year: Tuition reimbursement and paid vacation leave

Work Schedule: Monday through Friday 8:00 a.m. to 4:30 p.m.

Questions and/or accommodation requests can be directed to:

Yvonne Owen at 313-224-8373

THE WAYNE COUNTY PROBATE COURT IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER