

# DISTRICT COURT



STATE OF MICHIGAN

## 29th JUDICIAL DISTRICT of MICHIGAN

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LAURA R. MACK  
*District Judge*

LINDA GABLE  
*Court Administrator*

### **Full-Time Clerk - 29<sup>th</sup> District Court**

**Starting Pay Rate:** \$29,681 per year (37.5 hours per week - days 8am-4:30pm, union position)

**Responsibilities:** Must have the ability to work effectively with other employees and the general public. Handle matters that may be of a highly confidential nature. Perform a variety of complex clerical tasks such as: cashiering, handling counter, updating case management system with scheduling and/or disposition information, answering telephones and other court matters as assigned.

**Qualifications:** High School Education or GED. Job requires one year computer and general office experience, preferably in a court setting.

**Date Posted:** Friday, 5/11/18

**Application Deadline:** Thursday, May 24, 2018 @ 4pm.

**Application Process:** Mail cover letter, resume and completed application to the 29<sup>th</sup> District Court, ATTN: Linda Gable, Court Administrator by 4:00pm on May 24, 2018. Application available at the 29<sup>th</sup> District Court, 34808 Sims Ave, Wayne, MI 48184 or at [www.ci.wayne.mi.us](http://www.ci.wayne.mi.us).

The 29<sup>th</sup> 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.