

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

JOB POSTING

POSITION/TITLE: Deputy Court Administrator

SALARY RANGE: Beginning salary \$55,000; comprehensive fringe benefit package.

JOB DESCRIPTION

Under the direction of the District Court Judge and Court Administrator, the Deputy Court Administrator supervises the day-to-day functions of the deputy court clerks and performs deputy court clerk functions as needed including data entry and updating case files, scheduling court events and preparation of court calendars, communication with law enforcement agencies, attorneys and other courts, mailing of notices, orders and other Court documents, receiving and processing payments and bonds and interactions with the public. The Deputy Court Administrator will be required to become certified as a LEIN operator, and will assist the Court Administrator including ensuring the accuracy of daily reports and serve as a back-up for daily and month end reconciliations, payroll and otherwise as needed.

EDUCATION

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

EXPERIENCE

Prior experience as a court clerk is highly desired. Must have prior experience in general office skills which include telephone, word processing and other computer skills, and it is particularly helpful if in court or litigation related work. Must have knowledge of Microsoft Word and Excel computer programs.

Please send cover letter and résumés to:

Diana Nimmoor, Court Administrator
43rd District Court/Hazel Park Division
43 E. Nine Mile Road
Hazel Park, MI 48030
Fax: (248) 546-4088