



19TH DISTRICT COURT
19077 Michigan Avenue
Dearborn, Michigan 48126



Employment Opportunity

Announcement #02-2018

Part-Time Deputy Court Clerk

Closing Date: Open until filled.

However, those who apply by May 25, 2018, will be given priority consideration.

Salary Range: \$11.25 to \$13.00 per hour (20 hours per week).

(Additional incremental step increases provided based on service and successful performance.)

The 19th District Court is seeking qualified applicants for the position of Part-Time Deputy Court Clerk. The court is comprised of three (3) elected judges, three (3) part-time appointed magistrates, deputy clerks, court security officers, probation officers and work program supervisors. The part-time position is an entry-level clerical position under direct supervision of the Deputy Court Administrator.

Created by state law in 1968, the 19th District Court has an annual caseload greater than 70,000 cases. The court has jurisdiction within the City of Dearborn, the eighth largest city in the state and the second largest in Wayne County. For more information about the court, please visit the court's website at:

Position Overview:

Under the supervision of the Court Administrator and Deputy Court Administrator, the Part-Time Deputy Clerk performs a variety of clerical and procedural processes supporting the activities of the Clerk's Office or the Probation Department in accordance with approved internal controls, practices, procedures and rules. The incumbent will work with and support a team of deputy clerks to ensure the effective and efficient processing of court cases.

Description of Work:

Essential Duties: (These duties are a representative sample; position assignments may vary.)

- Prioritizes and examines incoming court documents and materials for conformance to the Michigan Court Rules, local rules, practices and procedures.
- Opens and processes incoming mail.
- Performs data entry of information into the court's automated case management system.
- Answers telephone calls and in-person inquiries at the public service counter.
- Performs routine time stamping, sorting, filing and scanning of court documents.
- Generates and mails notices, orders and other documents.
- Contributes to the efficiency and effectiveness of the Court's services to its customers by participating as an active member of a team.

- Demonstrates regular and predictable attendance, including attendance at required meetings.
- Performs other duties as assigned.

Qualifications:

Experience:

High school diploma or equivalent (G.E.D.) and two (2) years of experience in clerical, accounting, or customer relations work; or, any equivalent combination of training and experience to successfully perform the essential duties of the job.

Knowledge of:

- General office practices and procedures;
- Record keeping principles and practices.

Skill in:

- Contributing effectively to the accomplishment of the Court's goals, objectives and activities;
- Use of automated systems and applications including word processing, spreadsheet and database applications, internet, financial systems, accounting applications, and various other types of systems and software.

Ability to:

- Perform clerical support work in a court environment;
- Make decisions and consistently demonstrate sound ethics and judgment;
- Communicate effectively (orally and in writing) to individuals to provide information regarding court information, practices and procedures.

Desirable Qualifications:

- Previous experience working in a court is desirable.

Physical Requirements:

Work is performed in an office environment. Positions in the class typically require: reaching, lifting, pushing, pulling, grasping, talking, hearing, seeing and repetitive motions. Move and lift objects less than 25 pounds such as mail, files and supplies. Operate office equipment requiring continuous or repetitive hand/arm movements. The position requires the ability to remain in a stationary (sitting or standing) position for extended periods of time.

Information for Applicants:

At the 19th District Court, we are dedicated to providing excellent customer service to the public, and to ensure the effective and impartial management of cases. We believe our employees and the different perspectives they bring are the motivating force behind our success. Come discover a court that is focused on quality impartial service, but also cares about you. For the court to be an effective institution, staff members must reflect a high level of professionalism as they carry out all assigned duties and enforce the rules and orders provided by the court.

How to Apply:

To be assured consideration, please submit a cover letter and resume **via e-mail to the Court Administrator, Eric F. Cyman at ecyman@ci.dearborn.mi.us**. E-mailed documents must be in Word or PDF format. Zip files and faxes will not be accepted.

Specify Part-time Deputy Court Clerk in the cover letter and e-mail subject line.

Application materials that do not adhere to the procedures for applying may not be considered. Part-time employees' work hours may vary; however, standard work hours are scheduled between Monday and Friday from 8:00 a.m. to 5:00 p.m. **If interested candidates meet the qualifications, candidates will be required to take a general office clerical test.**

The 19th District Court is an Equal Employment Opportunity Employer.