



Position Available
Records Clerk / Copy & Mail Technician
\$38,690.64 - \$49,130.64
Clerk's Office, Michigan Supreme Court

The Michigan Supreme Court Clerk's Office is currently seeking qualified applicants for the position of Records Clerk / Copy & Mail Technician. Reporting to the Clerk of the Court, the primary responsibilities of this position include:

- Monitor, track and docket transactions involving lower court records. Maintain and transport Court records to Justices, commissioners, and staff as requested;
- Order records from various trial courts and agencies. Docket records and maintain responsibility for record room. Package and mail records for return once decision has been rendered;
- Produce documents using print shop equipment that collates, folds, drills, staples, and binds;
- Perform in-house publishing activities and scheduling of print jobs to ensure timely delivery;
- Move, maintain, and repair office furniture and equipment for offices and for office relocations;
- Sort and deliver incoming mail to Court of Appeals and Supreme Court offices. Pick up outgoing mail from the Hall of Justice. Package, meter for postage and place in outgoing mail area;
- Oversee records center retention and disposal schedules in conformance with statute. Request files from record center as needed.

EDUCATION AND EXPERIENCE: High school diploma or coursework in vocational or applied skills. One year of experience, including prior work experience operating copy equipment in a high production print shop.

WORK LOCATION: Hall of Justice, Lansing, Michigan.

TO APPLY: Please send your cover letter and resume in Microsoft Word or PDF file to jobapps@courts.mi.gov. If you are unable to send applicant materials electronically, cover letters and resumes may be mailed to: Judicial Human Resources Department, Attn: Records Clerk / Copy & Mail Technician, P.O. Box 30052, Lansing, MI 48909.

POSTING DEADLINE: JUNE 1, 2018

AN EQUAL OPPORTUNITY EMPLOYER