



JOB POSTING

47th District Court

31605 W. Eleven Mile Rd.
Farmington Hills, Michigan 48336
(248) 871-2970

Position Title: Deputy Court Clerk, Traffic/Criminal (Full-Time)
FLSA Status: Non-Exempt
Salary Range: \$40,197 - \$52,293
(full benefits including medical, dental, life insurance, defined benefit pension plan, paid time off for sick and vacation days)

JOB SUMMARY

Under the direction of court administration and the senior clerk supervisor, a deputy clerk is responsible for a variety of key clerical functions related to the processing of court cases, which may include: processing mail, receiving/filing papers/pleadings, processing electronic filings, preparing and maintaining court files (paper and electronic), managing court calendars, assisting with case scheduling, preparing court correspondence, documents, and notices, entering case events into a case management system, computer/data entry, processing payments (in person, by phone, electronically), interacting with the public by phone, electronically, and in person, and completing other duties as assigned.

QUALIFICATIONS

Requirements of this job include, but are not limited to, the following:

- Advanced interpersonal and communication skills, such that the applicant can effectively and professionally communicate with court personnel, justice system partners, all court users, and members of the public.
- Advanced problem-solving skills and the ability to handle multiple tasks simultaneously and under time constraints/pressures, while often facing distractions and disruptions.
- Attention to detail and pride of ownership regarding assigned projects and tasks.
- Ability to work independently, but also to work well with others and to collaborate when necessary.
- Proficiency in the use of a computer along with various programs including Microsoft Office, Word, Outlook, and Excel.
- Strong keyboarding skills.

EDUCATION AND EXPERIENCE

Possession of a high school diploma is a minimum requirement. An associate degree or bachelor's degree is preferred. A minimum of (2) years of clerical experience in a court setting desired.

PHYSICAL DEMANDS

The duties of this position require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and VDT screen, and hearing and speech sufficient to comprehend, process, and communicate in person and/or over the telephone.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive.

Applications will be accepted until the position is filled and are available at the Court or online at: <https://www.fhgov.com/47dc/employment/>. Please specify which department you are interested in applying for on the application (multiple postings available).

Please email your application and resume to mmuscat@fhgov.com or fax to ATTN: Michele Muscat at (248)871-2901.