

33rd Judicial District Court

19000 Van Horn Road
Woodhaven, Michigan 48183

Job Title:	Deputy Clerk I	Location:	Woodhaven, Michigan
Department/Group:	Civil/Criminal/Traffic	Salary:	\$27,451.00 plus yearly step increases
Travel Required:	n/a	Hours per Week:	37.5 hours
Benefits:	Medical, dental, and vision, plus other fringe benefits as more fully set forth in the collective bargaining agreement	Position Type:	Full time, non-exempt, bargaining unit position
Supervisor:	Court Administrator	Posting Expires:	Until Filled
Resume and Cover Letter Accepted By:			
EMAIL (preferred): admin@d33.courts.mi.gov • FAX: 734-675-3918 • MAIL: Court Administrator, 33 rd Judicial District Court, 19000 Van Horn Road, Woodhaven, Michigan 48183			External posting URL: www.33court.com
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>Responsibilities of a Deputy Clerk I include, but are not limited to: Entering and updating case files • Scheduling court events and court dispositions • Preparing court calendars • Communicating with law enforcement agencies, local and state prosecutors, and the public regarding civil, criminal, and traffic matters • Generating and mailing notices, orders, correspondences, and other Court documents on a daily basis • Time stamping and filing court paperwork and daily mail • Receiving and processing payments • Receiving and processing court bonds provided by local law enforcement and other agencies • Providing customer service to the public at the counter and by telephone • Operating the Court's case management system (JIS) and Law Enforcement Information Network</p> <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>The successful candidate must possess a high school diploma or equivalent, pass a background investigation and criminal history check, and become a certified Law Enforcement Information Network (LEIN) operator.</p> <p>EXPERIENCE AND ABILITIES</p> <p>District Court experience, or previous experience working in a law firm or other court, is highly desired. Experience with Judicial Information Systems (JIS) is preferred. The ideal candidate will have prior experience in general office skills - including word processing, data entry, and filing system procedures and practices - and have knowledge of Microsoft Word and Excel computer programs. The candidate must be able to work under pressure, have a positive attitude, and work well with others.</p> <p style="text-align: center;"><i>* An Equal Opportunity Employer *</i></p>			
Reviewed By:	Amy Zawacki, Court Administrator	Date:	April 20, 2016
Approved By:	Jennifer Coleman Hesson, Chief Judge	Date:	April 20, 2016
Last Updated By:	n/a	Date/Time:	n/a