



JOB POSTING

47th District Court

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

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

JOB SUMMARY

Under the direction of court administration, a deputy court clerk assigned to administration is responsible for coordinating the jury process, assisting with daily cash processing, assisting with accounts payable, assisting with human resource related tasks, assisting with SCAO reporting, and assisting with scheduled meetings. This position will also assist administration in designing, implementing, updating, and/or overseeing the court's collections efforts, as well as designing, implementing, updating, and/or overseeing an online dispute resolution program specific to traffic citations. Additional responsibilities may include court recording, accessing LEIN, and staff training. Under the direction of the division supervisor, this position may also be responsible for providing support to the criminal/traffic/civil division on a periodic basis which could include, but is not limited to: scheduling events on the computer, answering phone calls from the general public, generating and mailing notices, reviewing files returned from court events, entering event dispositions on the computer, assisting with counter/phone public service, taking payments from the public, performing general data entry, processing filings, disposing of cases in the courtroom, processing incoming mail.

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.
- An understanding of general court financial concepts and basic accounting principles.
- 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.
- Strong keyboarding skills and proficiency in the use of a computer along with various programs including Microsoft 365 with emphasis in Excel, Adobe, JIS, LEIN and Outlook.

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 five (5) years of progressively responsible clerical experience in a court setting required. Prior experience with jury coordination, court finances, court collections procedures, and online dispute resolution practices is preferred.

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 hearing and speech sufficient to comprehend, process, and communicate in person and/or over the telephone.

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

Applications will be accepted until 2/24/25 and are available online at: <https://www.fhgov.com/47dc/employment/>. Please email your application and resume to mmuscat@fhgov.com or fax to ATTN: Michele Muscat at (248)871-2901.