



JOB POSTING

47th District Court

31605 W. Eleven Mile Rd.
Farmington Hills, Michigan 48336
(248) 871-2970, FAX (248) 871-2901

Position Title: Deputy Court Clerk, Probation Department (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 the court administrator and the director of probation, a deputy clerk is responsible for key clerical and clerk support functions for the probation department including cashiering (processing payments), assist with case scheduling, generating and mailing notices, preparing and distributing daily court calendars, reviewing files returned from court events, entering event dispositions on the computer, interacting with the public, other court staff, attorneys, and law enforcement by phone, electronically, and in person, performing general data entry, filing papers, processing incoming mail and other duties as assigned. Additional responsibilities may include: court recording, LEIN access, community work program administration, and staff training.

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 collaborate when necessary.
- Proficiency in using 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 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.