

32A District Court



19617 Harper Avenue
Harper Woods, MI 48225

Job Vacancy Posting

Position: Deputy Court Clerk
Status: Part-time
Hours: up to 28 per week
Wage: \$13.50
Benefits: None

Education & Experience Requirements: High School Diploma or GED equivalent required. Previous knowledge of court related procedures/experience in office procedures preferred. Knowledge of Judicial Information Systems (JIS), general record keeping and filing systems preferred, as well as skill in the use of MS Word, MS Excel, and the use of other office equipment. Ability to understand and follow oral and written instructions, establish priorities and work independently a must. Must also possess the ability to establish and maintain effective relationships with co-workers and the public. Must be able to deal effectively with the public in handling situations of a difficult and sometime volatile nature. Must be able to work under pressure and meet deadlines. Ability to maintain confidential information.

Selection Process: An interview, along with a written test, math test, and typing test will be given to final candidates to evaluate the required knowledge, skills, and abilities. Criminal history and Secretary of State record check will be conducted. A signed release may be required for previous and current employment work records.

To Apply: Submit a cover letter, resume, and application to:

Rachelle Matouk
Court Administrator
32A District Court
19617 Harper Avenue
Harper Woods, MI 48225
rmatouk@32adc.net

Application is available at the 32A District Court or
<http://www.harperwoodscity.org>

No Telephone Inquiries Please

Deadline: Until filled

****An Equal Opportunity Employer****