

DISTRICT COURT - 35TH JUDICIAL DISTRICT

660 PLYMOUTH RD., PLYMOUTH, MICHIGAN 48170 - 1891

(743) 459-4740 Fax (734) 454-9303

www.35thdistrictcourt.org

JAMES A. PLAKAS
CHIEF DISTRICT JUDGE

RONALD W. LOWE
DISTRICT JUDGE



MICHAEL J. GEROU
CHIEF JUDGE PRO TEM

PAM AVDOULOS
COURT ADMINISTRATOR

CLERICAL SUPERVISOR

The 35th District Court, an Equal Opportunity Employer, is accepting resumes and applications for the full time position of Clerical Supervisor reporting to the Court Administrator. This is an at-will position.

General Summary:

Under the direction of the Court Administrator, supervises the day-to-day operations of case processing and clerical functions of traffic, criminal and civil deputy clerks. Responsible for clerical assignment of work, scheduling personnel, coordinating training, reviewing and evaluating work performance. Makes authoritative recommendations on hiring and disciplinary matters. Exercises independent judgment and makes decisions based on state statutes, Michigan Court Rules and Trial Court policies and procedures as directed. Works closely with the Judges to assure adherence to case flow guidelines. Performs a variety of confidential and complex administrative support duties.

Essential Duties (may include but are not limited to):

- Provides direct supervision and manages the traffic, criminal and civil clerical departments
- Oversees court dockets
- Serves as the liaison between outside agencies, organizations and the Court
- Provides information and assistance to law enforcement officers, attorneys, defendants and court patrons
- Works with sometimes challenging situations, assisting the public in a calm, polite and efficient manner
- Assists on special projects as assigned by Judges or Court Administrator

Employment Qualifications:

- College Associates Degree equivalent to or greater, in business or public administration.
- 5+ years of work experience in a trial court working with case flow.

To apply:

Submit resume accompanied with a completed employment application. The link for the application is as follows: www.35thdistrictcourt.org.

Mail or email completed application AND resume to:

Human Resource Department
35th District Court
660 Plymouth Rd.
Plymouth, MI 48170
HR@35thdistrictcourt.org
No phone calls, no walk-ins.

Accepting applications no later than 4:00pm EST on March 10, 2020