

# DISTRICT COURT - 35<sup>TH</sup> JUDICIAL DISTRICT

660 PLYMOUTH RD., PLYMOUTH, MICHIGAN 48170 - 1891

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

[www.35thdistrictcourt.org](http://www.35thdistrictcourt.org)

MICHAEL J. GEROU  
CHIEF DISTRICT JUDGE

JAMES A. PLAKAS  
DISTRICT JUDGE



RONALD W. LOWE  
CHIEF JUDGE PRO TEM

PAM AVDOULOS  
COURT ADMINISTRATOR

## Deputy Court Clerk Position

Salary Range: Starting salary of \$37,605.99 Step increases up to \$52,702.00

Comprehensive fringe benefits package

The 35th District Court, an Equal Opportunity Employer, is accepting resumes and applications for the Full Time Deputy Court Clerk reporting to the Clerical Supervisor. This is a union position.

### **General Summary:**

Under the supervision of the Clerical Supervisor, the successful candidate will perform general clerical court duties. Responsibilities will include, but are not limited to, answering phones, data entry of case files, updating case files, scheduling of court events and court dispositions, preparing of court calendar, communicating with case parties, attorneys, and the public regarding civil, criminal and traffic court matters. A Deputy Court Clerk is also responsible for generating and mailing of notices, orders and other Court documents on a daily basis and providing assistance to the public and law enforcement.

### **Experience:**

Must have prior experience in general office skills which include telephone, word processing and other computer skills. Previous experience working in a court is preferred. Must have knowledge of Microsoft Office.

### **Employment Qualifications:**

High School Diploma/GED; AND two (2) years of administrative support experience; OR an equivalent combination of education, training and experience.

### **To apply:**

Submit resume accompanied with a completed employment application. The link for the application is as follows: [www.35thdistrictcourt.org](http://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.**

Position is open until filled.