

DISTRICT COURT - 35TH JUDICIAL DISTRICT

660 PLYMOUTH RD., PLYMOUTH, MICHIGAN 48170 - 1891

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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

Deputy Court Clerk Position
Part Time – \$20.66(25-29 hours/wk)

The 35th District Court, an Equal Opportunity Employer, is accepting resumes and applications for the part time position of Civil Deputy Court Clerk reporting to the Clerical Supervisor. This is an union position.

General Summary:

Under the supervision of the Clerical Supervisor, the successful candidate will perform general clerical court duties. This position will be primarily assigned to the Civil Division of the Court. 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 part time Deputy Court Clerk is also responsible for generating and mailing of notices, orders and other Court documents on a daily basis, answering phones, 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.

Required Certificates, Licenses, and Registrations:

- Must possess a valid driver's license

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 until position filled