

48th DISTRICT COURT STAFF OPENING

Position

Deputy Court Clerk in the criminal department at the 48th District Court, Bloomfield Hills, Michigan.

This position is full-time. Includes health insurance, access to the Court's flexible spending plan and retirement plans.

Salary will be commensurate with experience and qualifications.

Application Procedure

Please email cover letter and resume to HR@48thdc.us

Job Summary

- Scheduling court events, court dispositions and preparation of court calendars.
- Run records, prepare dockets and monitor bond compliance.
- Provide courteous responses to inquiries regarding cases, including court dates, adjournments and payment transactions.
- Schedule pre-trials, trial dates and sentencing dates.
- Prepare and process court documents.
- Provide assistance and direction on court matters to attorneys, law enforcement officers, and members of the public.
- Update case dispositions utilizing Judicial Information System (JIS).

Qualifications

- Working knowledge of JIS, Microsoft Word, Outlook and Zoom.
- Excellent verbal and written communication skills to interact with public, law enforcement officers, attorneys, court staff and judges.

Application Deadline

October 25, 2024

AN EQUAL OPPORTUNITY EMPLOYER