**48th DISTRICT COURT STAFF OPENING**

**Position**

Deputy Court Clerk in the traffic 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](mailto:HR@48thdc.us)

**Job Summary**

* Assist Magistrate with courtroom operations, including recording for in person and remote court proceedings.
* Sorts, enters and files tickets, including civil infractions and traffic misdemeanors.
* Provides courteous responses to inquiries regarding tickets, including court dates, adjournments and payment transactions.
* Schedule pre-hearings, informal, formal and show cause hearings.
* Prepares and enters warrants and suspends driver licenses as authorized.
* 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**

September 30, 2024

**AN EQUAL OPPORTUNITY EMPLOYER**