

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

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