



STATE OF MICHIGAN  
46<sup>th</sup> DISTRICT COURT

Collections Clerk

DISTRICT JUDGES

The Honorable  
CYNTHIA M. ARVANT  
248-796-5830

The Honorable  
SHELIA R. JOHNSON  
248-796-5810

The Honorable  
DEBRA NANCE  
248-796-5820

ADMINISTRATOR  
RENEE SHELIDE  
248-796-5800

CIVIL DIVISION  
248-796-5870

CIVIL INFRACTION/  
PARKING DIVISION  
248-796-5860

MISDEMEANOR/  
FELONY DIVISION  
248-796-5880

PROBATION  
DEPARTMENT  
248-796-5850

TDD  
248-354-3329

www.46thdistrictcourt.com

**Position:**

**Collections Clerk (Full Time 40 hours per week)**

**Salary:**

**\$42,103.00-\$57,653.27** (Offer will be commensurate with experience)

**Fringe benefits offered for this opportunity**

**Summary:**

Under direct supervision, this mid-level position performs specialized collections duties in support of Court operations. Activities include typing, filing, operating computer terminals, and processing routine Court documents related to the collection of delinquent traffic citations and Court-ordered fines and fees. Applies governmental collections laws, methods, techniques and procedures to secure delinquent Court-ordered fines and fees. Assists in establishment of enforcement/collection standards as mandated. Answers telephones, provides general information and responds to routine informational inquiries. Interacts directly with the public regarding collections activities. These examples do not include all the duties of which the employee will be expected to perform. There may be other duties as assigned.

**Qualifications:**

A High School diploma, or GED equivalent is required. A minimum of 2- 5 years of clerical experience in a court environment providing substantial customer service and utilizing JIS case management software is REQUIRED. Knowledge of misdemeanor/felony case processing as well as the COLLECT module is preferred, but highly desirable.

**To Apply:**

Email resume and references with subject "Collections Clerk" to: [courtemployment@cityofsouthfield.com](mailto:courtemployment@cityofsouthfield.com).

Only qualified candidates who are selected for an interview will be contacted. Potential Court employees shall be subject to a background investigation and fingerprinting.

**Deadline:**

**February 28, 2025**

*The 46<sup>th</sup> District Court is an Equal Opportunity Employer*

26000 Evergreen Road ♦ P.O. Box 2055 ♦ Southfield, Michigan 48037-2055