



STATE OF MICHIGAN 46th DISTRICT COURT

Deputy Court Clerk I

September 24, 2025

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:

Deputy Court Clerk I - Traffic
Part-time (20-30 hours per week as needed)

Salary:

Salary \$40,145-\$54,972 plus fringe benefits
Offer will be commensurate with experience

Summary:

Entry level position - responsible for a variety of general clerical functions including processing traffic and parking tickets.

Duties also include data entry, typing, processing court notices, filing, answering telephones and responding to informational inquiries from the general public. Other duties as assigned.

Ability to maintain effective working relationships with other workers and interact effectively with the public.

The qualifications listed above are intended to represent the minimum skill and experience levels associated with performing the duties and responsibilities contained in the job summary. They should be viewed as general guidelines that will be considered along with other job-related criteria.

Must be a high school graduate or equivalent. Court experience and familiarity with Michigan court rules and/or statutes preferred.

To Apply:

Email resume and 3 references in PDF format with subject Deputy Court-Traffic Clerk to:
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:

Friday, October 17, 2025

The 46th District Court is an Equal Opportunity Employer

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