



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

**DISTRICT JUDGES**

The Honorable  
SHELIA R. JOHNSON  
248-796-5810

The Honorable  
DEBRA NANCE  
248-796-5820

The Honorable  
CYNTHIA M. ARVANT  
248-796-5830

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](http://www.46thdistrictcourt.com)

**Mail Clerk**

February 2022

**Position:** Mail/File clerk  
Part-time (30+ hours a week – Monday - Friday)

**Salary:** starting at \$15.56 hour plus fringe benefits

**Summary:** Entry level position - responsible for a variety of general clerical functions including the separation and distribution of court mail. Duties may also include using a computer, typing, processing court notices, answering telephones and filing. Must have the ability to maintain effective working relations with other workers and interact effectively with the general public. Must be high school graduate or equivalent. Court experience preferred but not required.

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.

**To apply:** Email resume and 3 references (in PDF format) with subject "Mail/File 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:** **Open until filled.**

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

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