



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

**Deputy Court Clerk I**

February 18, 2026

**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** (24-29 hours a week)

**Salary:**

Starting at **\$41,349 (\$19.87 an hour)** 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](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:**

**Friday, March 13, 2026**

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

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