



STATE OF MICHIGAN
46th DISTRICT COURT

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

Deputy Court Clerk I

Position: **Deputy Court Clerk I – Probation Department**
Full Time (40 hours per week)

Salary: Starting salary \$35,370.00 plus fringe benefits

Summary: Entry level position - responsible for a variety of general clerical functions including opening probation cases, running records, scheduling appointments and interviews and assisting Probation Officers as needed. Duties also include data entry, typing, processing court notices, filing, answering telephone, and responding to informational inquiries from the public.

Ability to maintain effective working relationship with co-workers and interact effectively with the public.

Must be high school graduate or equivalent. Court experience strongly preferred. Must obtain LEIN certification within 6 months of being hired.

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 with subject "Deputy Court Clerk" to: courtempoyment@cityofsouthfield.com

Deadline: **Open until filled**

Only qualified candidates who are selected for an interview will be contacted. Potential Court employees shall be subject to a background investigation and fingerprinting. False statements or omission of facts regarding background or employment history may result in disqualification or dismissal.

The 46th District Court is an Equal Opportunity Employer

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