

54-A DISTRICT COURT

124 W. Michigan Ave., 6th Floor City Hall, Lansing, MI 48933

DISTRICT JUDGES

LOUISE ALDERSON
STACIA BUCHANAN
CYNTHIA M. WARD
KRISTEN D. SIMMONS



Court Administrator
ANETHIA BREWER

Magistrate
LAURA A. MILLMORE

Position: DISTRICT COURT DEPUTY CLERK – CRIMINAL DEPARTMENT

Status: Full-time, permanent, bargaining unit (Teamsters 243)
Starting Salary: \$29,995 at hire; increases at 6 months and annually, up to \$44,059
Benefits: Includes health and dental insurance, retirement benefits

Job Summary: Under general supervision, performs intermediate level clerical work of some complexity and variety requiring independent judgment and decision-making based on knowledge of probation and criminal and traffic case processing. Work is Monday through Friday, 8:00 a.m. to 5:00 p.m.

Examples of Duties:

- Open, update and close case files, prepare case folders, file folders in various locations
- Record and maintain detailed case information in the case management system (JIS)
- Ability to understand and follow oral and written communications
- Ability to effectively communicate in person and in writing
- Ability to back-up other Deputy Clerks
- Review legal documents for timeliness, accuracy, completeness and compliance with court rules
- Schedule hearings and appearances according to established procedures.
- Provide in-person and telephone assistance to the public regarding cases, court dates, fines and related matters.
- Operate and balance a cash drawer; accept, record and receipt payments
- Move files (individual and boxes) to Court offices and storage facilities
- Send notices, prepare and cancel bench warrants, suspend driver licenses as authorized.
- Process and distribute incoming mail; prepare outgoing mail.
- Maintain confidential information acquired in course of employment with the Court.
- Other duties as assigned.

Requirements:

- High School Diploma or GED
- Minimum one year experience in a court, law office, or legal department preferred
- Advanced coursework in paralegal studies or related subject matter highly preferred
- Ability to type 40 wpm and pass basic clerical skills assessment.

Selection Process: An interview, questionnaire, written and/or typing test may be conducted with all persons referred to evaluate required knowledge, skills and abilities. Criminal history, L.E.I.N. and Secretary of State record checks will be conducted. A signed release is required for previous/current employment work records.

Physical Requirements: Walking, standing, carrying, bending, lifting, stooping, sitting for considerable periods of time, talking, pulling, pushing, finger dexterity, bend left up to 40 lbs., and perform repetitive hand/arm movements.

To Apply: Submit a 54-A District Court employment application*, resume and cover letter to:

Susan Knieling, Deputy Court Administrator
54-A District Court
124 W. Michigan Ave., 6th Floor
Lansing, Michigan 48933

*Applications forms are available on line at www.54adistrictcourt.com. Applications must be downloaded and mailed to the above address, emailed to susan.knieling@lansingmi.gov, or faxed to (517) 483-4478. **Note: applications received without a resume and cover letter will not be considered.** If you need a disability related accommodation, please contact the 54-A District Court at (517) 483-4443.

Deadline to Apply: January 22, 2020.

The 54-A District Court is an equal opportunity employer and does not discriminate in its policies or practices on the basis of race, religion, color, national origin, gender, sexual orientation, marital status, height, weight, or disability of any individual.