

54-A DISTRICT COURT

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

DISTRICT JUDGES

LOUISE ALDERSON
HUGH B. CLARKE, JR.
STACIA BUCHANAN
CYNTHIA M. WARD

Court Administrator
ANETHIA BREWER

Magistrate
LAURA A. MILLMORE



Position: **DISTRICT COURT DEPUTY CLERK – CIVIL DEPARTMENT**

Status: Full Time, Permanent, Bargaining Unit (Teamsters 243)
Starting Salary: \$29,121 at hire; increases at 6 months and annually, up to \$42,776.
Benefits: Includes health and dental insurance, retirement benefits

Job Summary: Under general supervision, performs intermediate level clerical work of some complexity and variety. Requires independent judgment and decision-making based on knowledge of civil court procedures, policies, practices and Michigan Court Rules. Work is Monday through Friday, 8:00 a.m. to 5:00 p.m.

Examples of Duties:

- Open, update and close civil case files, prepare file folders, maintain court records in case management system (JIS)
- Ability to effectively communicate in person and in writing
- Ability to understand and follow oral and written instructions
- Ability to back-up other Deputy Clerks
- Process pleadings, motions, orders, judgments and post-judgment filings
- Review legal documents for timeliness, accuracy, completeness and compliance with court rules
- Prepare summons, forms, orders, notices and other legal documents
- Schedule hearings and appearances according to established procedures
- Operate and balance cash drawer; accept, record and receipt payments
- Provide customer service at a public counter and/or on telephone
- Process and distribute incoming mail; prepare outgoing mail
- Move files (individual and boxes) to Court offices; storage facilities and off-site storage on a weekly basis
- Other duties as assigned

Requirements:

- High School Diploma or GED equivalent
- Minimum of one year experience in a court, law office, or law department preferred
- Advanced coursework in paralegal studies or related subject matter highly preferred
- Ability to type 40 wpm and pass basic clerical skills assessment
- Ability to pass basic clerical skills assessment
- Release of information for criminal background and employment history checks
- Experience with JIS civil module or other case management system highly preferred

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 letter of interest 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) 483-4127.

Deadline to Apply: Friday, June 21, 2019 at 5:00 PM

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.