

DOUGLAS P. SHEPHERD
DISTRICT JUDGE

JAMES A. VERPLOEG
MAGISTRATE

The District Court

For



The 41A District

of Michigan

THE CITIES OF STERLING HEIGHTS
AND UTICA AND THE TOWNSHIPS OF
SHELBY AND MACOMB

SHELBY TOWNSHIP DIVISION

52420 VAN DYKE
SHELBY TWP., MICHIGAN 48316
(586) 739-7325
FACSIMILE (586) 726-4555

BRIAN M. HENDERSON
COURT ADMINISTRATOR

VACANCY POSTING

POSITION: Deputy Court Clerk
Full-Time Position with benefits
Salary Range \$36,831 - \$48,403

JOB DESCRIPTION: Under the supervision of the District Court Administrator and Deputy District Court Administrator, performs basic, routine and complex clerical tasks involved in processing civil, criminal, and traffic cases, record keeping, processing and maintaining documents, reports, files, records and correspondence. Performs Cashier duties.

QUALIFICATIONS: Prior experience within a district court including knowledge of Judicial Information System (JIS) preferred. Cashier experience preferred. High School Diploma or GED equivalent required. Must be able to understand and follow oral and written instructions, establish priorities and work independently. Must possess the ability to establish and maintain effective relationships with co-workers and the public. Must be able to work under pressure and meet deadlines.

TO APPLY: Submit cover letter and resume to:
Brian Henderson, Court Administrator
bhenderson@shelbytwp.org

CLOSING DATE: Open until filled.

The 41-A District Court is an Equal Opportunity Employer. Persons determined to be eligible for this position by the 41-A District Court may be required to provide their date of birth and other personal identification information for background check and Law Enforcement Information Network (LEIN) access purposes. *Do not include your date of birth or personal identification information in your letter of interest or resume.*

Posted November 21, 2023