

May 12, 2017
May 26, 2017

Posting of a vacancy
Deadline for applications

THERE IS A POSITION VACANCY AT THE: 74TH DISTRICT COURT

JOB TITLE: DEPUTY COURT CLERK I

COMPENSATION RATE: *\$13.65 per hour entry, progressing to \$16.63 per hour after 2 yrs (TD06).*

GENERAL JOB DESCRIPTION:

Under the general supervision of the Court Administrator and or the Deputy Court Administrator; this person performs a variety of complex tasks mainly involved with processing of traffic matters. This individual will function mainly as a traffic clerk, however, if the need arises, they may be required to assist in other departments. The successful candidate will provide assistance and direction to attorneys as well as members of the general public. Duties may include but are not limited to: opening various case files, receipting money paid to the court, receiving and processing court filings, reviewing case files for further court action, issuing and recalling arrest warrants and license suspensions, closing case files and general office functions as required.

The above statement are intended to describe the general nature of level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all job duties being performed by personnel so classified.

QUALIFICATIONS:

This position requires a high school diploma. Must be able to enter and retrieve data efficiently using a computer. Must be accurate and able to perform multiple tasks nearly simultaneously. Must be able to communicate and courteously react to upset or angry clients. Must be able to type 50 WPM (corrected).

PHYSICAL QUALIFICATIONS:

This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 10 pounds of force up to 1/3 of the time.

APPLICATION PROCEDURE:

Submit written application or resume to: 74th District Court, attention Shirley Beeman, 1230 Washington Avenue, Bay City, MI 48708. Or apply online at <http://www.baycounty-mi.gov/onlineservices/employmentapp.aspx>. The deadline to receive applications is **5:00 p.m., Friday, May 26, 2017.**

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“Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public.”