



**Job Posting Date: 3/3/26**

**47th District Court**

31605 W. Eleven Mile Rd.  
Farmington Hills, MI 48336  
(248) 871-2970

**Position Title: Clerk Supervisor**

**FLSA Status: Exempt**

**Salary: Commensurate with experience**

**(Benefits include medical, dental, life, LTD insurance, defined benefit pension plan, Retirement Health Savings (RHS) plan, paid holidays, paid time off for vacation, sick, and personal days)**

### **Job Summary/Position Overview**

Under the direction of Court Administration, the Clerk Supervisor oversees all day-to-day clerk operations of the Clerk's Office, which includes the Court's civil, criminal, and traffic divisions. This role is responsible for managing workflow, assigning and monitoring staff tasks, leading departmental staff meetings (group and individual), ensuring compliance with established scheduling, case management, court rules and applicable laws, and helping to create and/or modify and ensuring compliance with the Court's policies and procedures.

The Clerk Supervisor coordinates and supervises staff training, oversees records management and retention, collects and reports caseload statistics, and prepares departmental budget requests for submission to Court Administration. Additional responsibilities include coordinating and managing staff levels and assignments (including leave coverage), assisting Court Administration in establishing performance expectations of department staff, regularly monitoring employee performance and appropriately addressing the same as needed, and helping staff to achieve and maintain appropriate levels of performance. This position functions as a working supervisor and routinely performs clerical and case processing duties in addition to supervisory responsibilities.

### **Examples of Duties - Essential Duties: (these duties are a representative sample)**

- General oversight and supervision of all employees in the Clerk's Office, and overall management and coordination of the day-to-day operations of the Clerk's Office, ensuring that all employees under this employee's supervision are operating with a focus on customer service, accuracy, and efficiency.
- Supervises and participates in daily clerk operations by managing workflow, prioritizing, assigning and managing tasks, regularly monitoring staff performance, and ensuring compliance with Michigan Court Rules and other applicable legal requirements, LEIN requirements, and court policies and procedures.
- Assists with administrative and personnel functions, including timecard review, intern coordination, departmental budget preparation, routine performance evaluation (formal and/or informal), and employment-related recommendations upon request, and other basic personnel management and employee relations activities.
- Coordinates scheduling and coverage for each division, including courtroom and calendar assignments, staff schedules, leave coordination, and coverage during employee absences.
- Identifies staff training needs; develops and coordinates training activities; and ensures staff participation in required and ongoing training, both internal and as provided by the Michigan Judicial Institute, LEIN, and other applicable outside agencies.
- Performs clerical, case processing, and customer service functions within the civil, criminal, and traffic divisions as workload demands and staffing levels require, helping to ensure continuity of court operations.
- Oversees clerical processing and case management activities, including filings, judgments, warrants, abstracts, certifications, reports, and electronic case management systems, to ensure accuracy, timeliness, and compliance with applicable requirements.
- Collects, compiles, and analyzes caseload, warrant, and compliance data; prepares required statistical and operational reports; recommends strategies to improve case processing and case management efficiency.
- Supervises records management and retention activities for assigned divisions, including compliance with the Michigan Supreme Court Records Retention and Disposal Schedule.
- Performs designated coordination roles and special assignments, such as ADA coordination and inter-agency communication, as assigned.
- Participates in management team meetings and collaborates with Court Administration, Judges, and external agencies to support court operations.

The above duties are primarily performed and are considered essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully to be qualified for the position. The examples listed are representative of the work performed and are not intended to be an exhaustive list of all duties; other duties may be required and assigned.

## **Employment Qualifications**

### **Knowledge of:**

- Michigan Court Rules
- Case management concepts for all case classifications within the Court
- Basic records management practices
- General principles of human resource management
- Principles, practices, and procedures related to the management of court operations
- General roles of the judicial, executive, and legislative branches of government
- Automated court case processing systems and general office computer applications

### **Skilled in:**

- Overseeing multiple individuals and jobs at once, while managing workflow, setting priorities, and ensuring accurate and efficient operations.
- Supervising, assigning, and reviewing the work of staff to ensure accuracy, productivity, and compliance with established policies and procedures.
- Interpreting, applying, and explaining Michigan Court Rules, court policies, and related procedures to staff and court users.
- Collecting, analyzing, and summarizing operational and caseload data to support decision-making and process improvement.
- Exercising sound, independent judgment and discretion within established legal, procedural, and administrative guidelines.
- Communicating effectively and maintaining positive working relationships with staff, judges, court users, and external agencies.
- Performing clerical and administrative tasks requiring keyboarding, data entry, and the use of an electronic case management system.
- Reviewing documents and records for accuracy, completeness, and general compliance with applicable requirements.
- Identifying problems, exploring solutions, and implementing problem-solving and critical-thinking strategies to address challenges in a court environment.
- Effectively managing time to prioritize tasks, meet deadlines, and handle multiple tasks concurrently.

### **Additional abilities:**

- Ability to identify and recommend strategic initiatives, policies, and procedures to enhance the effectiveness and efficiency of the Clerk's Office and Court operations.
- Capability to build and maintain a cohesive and competent team that is dedicated to fulfilling the Court's mission and vision.
- Commitment to continuous learning, professional development, and staying updated on relevant changes in the law, court rules, court procedures, and best practices.
- Capacity to manage difficult situations, emergencies, and high-conflict situations with composure, professionalism, and adherence to legal and Court protocols.

## **Physical Demands/Work Environment**

The work is primarily performed in an office and courtroom environment. Essential functions include the ability to operate standard office equipment, use a computer and electronic case management systems, review written and electronic documents, and communicate effectively in person, by telephone, and through electronic means. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

## **Education and Experience**

Graduation from high school or possession of a GED is required. A bachelor's degree from an accredited college or university in public administration, business administration, criminal justice, or a related field is preferred. Five (5) years or more of progressively responsible experience in court operations, including demonstrated lead or supervisory experience, is required. An equivalent combination of education, training, and experience may be considered in lieu of the preferred degree.

## **How To Apply**

Submit a cover letter describing your experience and how it relates to the qualifications for the position, a resume, and an employment application (link below) to Deputy Court Administrator, Michele Muscat at [mmuscat@fhgov.com](mailto:mmuscat@fhgov.com). Applications will be accepted until the position is filled and are available on our website at [www.fhgov.com](http://www.fhgov.com).

### **The 47<sup>th</sup> District Court is an Equal Opportunity Employer.**

We work hard to enable all employees to succeed, and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.