



JOB POSTING

47th District Court

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

Position Title: Deputy Court Clerk, Probation Department (Part-Time)
FLSA Status: Non-Exempt
Hourly rate: \$20 per hour (up to 20 hours per week to start)

JOB SUMMARY

Under the direction of the court administrator and the director of probation, a part-time deputy clerk is responsible for clerical and clerk support functions for the probation department including assisting with case scheduling, generating and mailing notices, preparing and distributing daily court calendars, reviewing files returned from court events, entering event dispositions on the computer, and interacting with the public, other court staff, attorneys, and law enforcement by phone, electronically, and in person. A part-time deputy clerk in the probation department is also responsible for performing general data entry, filing papers, LEIN access/entry, processing incoming mail and other duties as assigned.

QUALIFICATIONS

Requirements of this job include, but are not limited to, the following:

- Advanced interpersonal and communication skills, such that the applicant can effectively and professionally communicate with court personnel, justice system partners, all court users, and members of the public.
- Advanced problem-solving skills and the ability to handle multiple tasks simultaneously and under time constraints/pressures, while often facing distractions and disruptions.
- Attention to detail and pride of ownership regarding assigned projects and tasks.
- Ability to work independently, but also to work well with others and collaborate when necessary.
- Strong keyboarding skills and proficiency in the use of a computer along with various programs including Microsoft 365 with emphasis in Excel, Adobe, JIS, LEIN and Outlook.

EDUCATION AND EXPERIENCE

Possession of a high school diploma is a minimum requirement. An associate degree or bachelor's degree is preferred. A minimum of (2) years of clerical experience in a court setting is desired.

PHYSICAL DEMANDS

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.

This job posting intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive.

Please email your application and resume to mmuscat@fhgov.com or fax to ATTN: Michele Muscat at (248)871-2901. Applications will be accepted until 2/24/26 and are available online at: www.fhgov.com/47dc/employment/.