

DISTRICT COURT - 35TH JUDICIAL DISTRICT

660 PLYMOUTH RD., PLYMOUTH, MICHIGAN 48170-1891

734-459-4740 FAX 734-454-9303

www.35thdistrictcourt.org

JAMES A. PLAKAS
CHIEF DISTRICT JUDGE

JOE BARONE
DISTRICT JUDGE



MICHAEL J. GEROU
CHIEF JUDGE PRO TEM

CHAD BAUGH
COURT ADMINISTRATOR

FT Deputy Court Clerk Position (Union Position)

Full Time Salary Range: Starting salary of \$41,694.43 Step increases up to \$58,431.65

Comprehensive fringe benefits package

Working Hours:

35 hours per week; Monday – Friday 8:30 a.m. – 4:30 p.m. (1 hour unpaid lunch break)

General Summary:

Under the supervision of the Court Personnel Administrator, the successful candidate will perform a variety of clerical tasks requiring an understanding of departmental operations, some independent judgment, an awareness of and appropriate skills in customer service and a proficiency in typing and data entry.

An employee in this position may be required to perform any or all of the following functions. These examples are not all-inclusive but provide a general outline of the duties and responsibilities. To perform this job successfully, an individual must be able to carry out each essential function satisfactorily.

Essential Functions

- Prepare and file various court documents, including opening and closing court files. Verify accuracy and completeness, attach required verifications and/or related records, and route documents to higher-level staff as needed.
- Assist the public by identifying needs, explaining court policies and procedures, both in person and via telephone.
- Enter and review data, forms, orders, and other documents using the Court's case management system, Microsoft Office programs, and the Law Enforcement Information Network (L.E.I.N.).
- Maintain court files, including filing and alphabetizing documents.
- Answer incoming calls and respond to inquiries from the public, attorneys, law enforcement, and case parties regarding civil, criminal, and traffic matters.
- Schedule court events, record dispositions, and prepare court calendars.
- Generate and distribute court documents such as notices, orders, and correspondence.
- Mail court documents and provide daily assistance to the public and law enforcement agencies.

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Experience: Candidates must have prior experience in general office functions, including telephone operation, word processing, and other computer skills, with proficiency in Microsoft Office. Previous experience working in a court setting is preferred.

Employment Qualifications: High school diploma or GED, and two (2) years of administrative support experience, or an equivalent combination of education, training, and experience. Proficiency in Microsoft Word, Outlook, and Excel is required. Prior court experience and knowledge of the Judicial Information System (JIS) are preferred. A professional demeanor and attitude are essential, along with the ability to work in a fast-paced environment, demonstrate strong interpersonal and multitasking skills, prioritize effectively, and be self-motivated.

Physical Requirements: This position requires walking, standing, carrying, bending, lifting, stooping, sitting for extended periods, talking, pulling, pushing, and finger dexterity. Must be able to bend and lift up to 40 pounds and perform repetitive hand and arm movements. Duties require sufficient mobility to work in a standard office setting and operate typical office equipment, including computers, as well as hearing and speech ability to communicate in person and by telephone. The position also requires lifting file boxes, reaching files on high shelves, and organizing and alphabetizing records.

To apply: Submit resume accompanied with a completed employment application. The link for the application is as follows: <https://www.35thdistrictcourt.org/>

Mail or email completed application AND resume to:

Human Resource Department

35th District Court

660 Plymouth Rd.

Plymouth, MI 48170

HR@35thdistrictcourt.org

No phone calls, no walk-ins.