

November 17, 2017

**JOB POSTING
HURON COUNTY
73B DISTRICT COURT**

JOB TITLE: DISTRICT COURT CLERICAL SUPPORT CLERK (Part Time Position)

Hours: Not to Exceed 30 hours per week

Pay Rate: \$14.98/hour

DUTIES AND RESPONSIBILITIES:

Answering the telephone, filing, typing, data entry, waiting on the counter, receipting payments, delivering documents, scheduling, and recordkeeping. Provide assistance in processing criminal, general civil, small claims, collections, summary proceedings, probation support and jury processing.

QUALIFICATIONS:

1. Education/Certification/Licensing: At least a high school education.
2. Experience: Prior experience working in an office setting.
3. Knowledge and Abilities: Working knowledge of general court functions; working knowledge of general legal terms and concepts regarding matters within the District Court jurisdiction; working knowledge of office procedures including case filing and processing and telephone protocol; ability to type and use all current office machines and equipment; ability to work with minimal supervision; and ability to deal with people under stress in a firm but fair manner.

The above job description is not all inclusive of the total scope of duties to be performed and is meant as a general guideline for such duties.

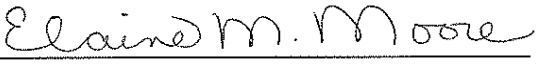
EMPLOYMENT DATE:

Immediately.

APPLICATION PROCESS:

Letters of application and resumes will be accepted at the District Court Clerk's Office until close of business on Friday, December 1, 2017.

Dated: 11-17-17


ELAINE M. MOORE, Court Administrator