

STATE OF MICHIGAN



27TH DISTRICT COURT
2015 Biddle Ave, Wyandotte, MI 48192
Phone: (734) 324-4475 Fax: (734) 324-4472

Elizabeth L. DiSanto
District Judge

Stacie Nevalo
Court Administrator

Job Posting

Position:

PART-TIME Court Clerk/Cashier

Pay Rate:

\$11.00/Hour

Schedule:

Monday-Friday 11:30am-4:30pm

Responsibilities include:

The following list is intended to be a general description of duties, and does not reflect all of the duties performed:

Customer Service, Daily Cash Transactions, Filing, Data Entry, Scanning, and Faxing.

Qualifications:

Applicants must possess a High School diploma.

Excellent Communication and computer skills are required.

Prior court experience and knowledge of the Judicial Information System (JIS) is desired.

Present professional demeanor and attitude.

To Apply: Applications for employment can be accessed at Wyandotte.net

*EMAIL completed application and resume to cityjobs@wyan.org

*MAIL completed application and resume to the following address:

City of Wyandotte Human Resources

Attn: Anne Goudy

3200 Biddle Avenue Suite 300

Wyandotte, MI 48192

Deadline to apply: Applications must be received on/before: **Friday, April 12, 2019**