

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 – Michigan Indigent Defense Commission (MIDC)
This is a grant funded position, subject to the availability of funds. No Benefits

Pay Rate:

\$10.00/Hour

Schedule:

Monday – Thursday 9:00am – 12:45pm (15 hours total)

Responsibilities include:

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

Work with MIDC Attorney for that day.

Work with Defendants and Attorneys on court forms for MIDC

Log all information each day for MIDC

Enter MIDC Data

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**