

STATE OF MICHIGAN



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

Randy L. Kalmbach  
District Judge

Stacie Nevalo  
Court Administrator

## **Part-Time Court Officer (MIDC) Job Posting**

### **Position:**

PART-TIME Court Officer (MIDC) This is a grant funded position, subject to the availability of funds. No Benefits.

### **Pay Rate:**

\$13.50/Hour

### **Schedule:**

Monday - Friday 9.:00am-12:00pm (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:

Maintain public order on court premises

Maintain a presence in courtroom during various proceedings.

Work with MIDC Attorney for that day.

Transport prisoners to the courtroom.

Take MIDC Attorney to holding cell to speak with client.

### **Qualifications:**

Applicants must possess a High School diploma.

Prior law enforcement experience preferred.

Must be able to pay attention to detail and follow instructions precisely.

Present professional demeanor and attitude.

**To Apply:** Applications for employment can be accessed at [Wyandotte.net](http://Wyandotte.net)

\*EMAIL completed application and resume to [cityjobs@wyan.org](mailto: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: **Monday March 18, 2019**