

Employment Opening Advertisement

**City of Grosse Pointe Farms
90 Kerby Road
Grosse Pointe Farms, Michigan 48236**

The City of Grosse Pointe Farms is accepting applications for a Part-time Court Clerk position in the Grosse Pointe Farms Municipal Court. Interested and qualified candidates must submit completed employment applications. *The posting will remain open until the position is filled.* Employment applications are available at the City Offices, 90 Kerby Road, Grosse Pointe Farms. Additionally, applications are available on the City's web page, within Download Forms, at www.grossepointefarms.org.

All positions require that candidates be eighteen years of age or older. All candidates must work well with the public and other employees. The City will perform background checks for all candidates selected. All applicants are subject to the City's policy of zero tolerance with respect to illegal or controlled substances. All applicants must comply with all of the City's testing requirements.

Completed applications should be mailed or delivered to the Grosse Pointe Farms Municipal Court, Attention: Part-time Court Clerk Position, 90 Kerby Road, Grosse Pointe Farms, Michigan 48236. The City of Grosse Pointe Farms is an equal opportunity employer.

Position Information

Part-time Court Clerk Position:

Under the direct supervision of the Court Administrator, a candidate for this position will be responsible for performing the following essential functions. These examples do not include all of the duties which the employee may be expected to perform.

1. Answer phones, respond to inquires, and provide assistance to the public and City Employees.
2. Process criminal and civil cases, traffic, boating, meter and parking tickets, other ordinance and zoning violations. Code and enter tickets, warrants, payments, notices, and related information into the Court computer system.
3. Schedule Court dates and assist in the preparation of the Court docket. Prepare the courtroom and related material when Court is in session.
4. Work closely with Public Safety Department in the coordination of Court and law enforcement activities.
5. Log letters to the Court for the Judge's consideration. Prepare correspondence, types, copies, and files.
6. Process animal control citations
7. Process and distribute daily mail.
8. Assist the Court Administrator with various activities and performs related work as required.

Required knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position include; high school diploma or equivalent, one or more years of related experience, thorough knowledge of the procedures and processes applied in a court setting, basic knowledge of the rules and regulations related to the State LEIN system, basic knowledge of cash handling and related bookkeeping principles, ability to maintain complex computerized and paper filing systems, ability to effectively communicate and exercise diplomacy in normal and contentious situations, skill in the use of standard office equipment, including computers and related software. Must be flexible with on-call weekend scheduling and have a willingness to attend court related seminars and training.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.