

## **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 Full-time Deputy Court Clerk position in the Grosse Pointe Farms Municipal Court. Interested and qualified candidates must submit completed employment applications by the deadline of Friday, August 11, 2017, unless indicated otherwise. 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](http://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, resumes and background check waivers should be mailed or delivered to the City of Grosse Pointe Farms, Attention: Derrick Kozicki, Assistant City Manager, 90 Kerby Road, Grosse Pointe Farms, Michigan 48236. The City of Grosse Pointe Farms is an equal opportunity employer.

### **Position Information**

#### **Full-time Deputy 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 and veterinary bills, and assist in a variety of related activities.
7. Process and distribute daily mail.
8. Assist the Court Administrator with various activities and performs related work as required.
9. Probation duties as assigned by Court Administrator.
10. Limited supervisory responsibilities.

Required knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position include: high school diploma or equivalent, bachelor degree preferred, two or more years of court clerk and probation experience, thorough knowledge of the procedures and processes applied in a court setting, knowledge of the rules and regulations related to the State LEIN system, 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.

Date of Posting: 07/31/17



# City of Grosse Pointe Farms

90 Kerby Road, Grosse Pointe Farms, Michigan 48236-3161

phone 313 885.6600 fax 313 885.0917

## APPLICATION FOR EMPLOYMENT

Pre-Employment Questionnaire  
An Equal Opportunity Employer

### PERSONAL INFORMATION

Date \_\_\_\_\_ Social Security Number \_\_\_\_\_ **Leave Blank**

Name  
Last First Middle

Present Address  
Street City State Zip

Permanent Address  
Street City State Zip

Phone ( ) \_\_\_\_\_ Are you 18 years or older?  Yes  No

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status?  Yes  No

### EMPLOYMENT DESIRED

Position Deputy Court Clerk (Full-Time) Date You Can Start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are You Employed Now?  Yes  No If So, May We Inquire Of Your Present Employer?  Yes  No

Have you ever applied to this municipality before?  Yes  No If so, When?

Referred by? \_\_\_\_\_

### EDUCATION

	Name and Location Name and Location of School	Number of Years Attended	Did You Graduate?	Course of Study
Grammar School				
High School				
College				
Trade Business OR Correspondence School				

### GENERAL

Subjects of special study or research work \_\_\_\_\_

Special Skills \_\_\_\_\_

### MILITARY (complete this section if you served in the U.S. Armed Forces)

Branch of Service \_\_\_\_\_

Period of Active Duty From \_\_\_\_\_ To \_\_\_\_\_

Rank At Discharge \_\_\_\_\_ Date of Final Discharge \_\_\_\_\_

Describe your duties and any special skills. \_\_\_\_\_

LAST

FIRST

MIDDLE



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FORMER EMPLOYERS (List below the last three employers starting with the last one first)

Table with 3 main sections (1, 2, 3) for former employers. Each section includes fields for Company Name, Telephone, Address, Employment Dates, Name of Supervisor, Rate of Pay, State Job Title, and Reason For Leaving.

We may contact the employers listed above unless you indicate those you do not want us to contact
DO NOT CONTACT Employer Number (s) Reason

Have you ever been convicted of a crime, excluding misdemeanor and summary offenses?
Yes No

If Yes, describe.

I hereby declare the information provided by me in this Application for Employment is true, correct and complete to the best of my knowledge. I understand that if the City decides to employ me, my employment will be at will and may be terminated at any time with or without notice and with or without cause either by me or by the City.

Signature of Applicant Date

DO NOT WRITE BELOW THIS LINE

Interviewed by Date Remarks



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### CONTINGENT EMPLOYMENT OFFER

### BACKGROUND CHECK RELEASE

(applicants age 18 years or older)

Based on the contingent employment offer made by the City of Grosse Pointe Farms,

**I,** \_\_\_\_\_  
**Print Name:**   **Last**                               **First**                               **Middle**

**Of** \_\_\_\_\_  
**Address:**           **Number and Street**           **City**                               **State**                               **Zip**

\_\_\_\_\_                                \_\_\_\_\_  
**Date of Birth**                                **Driver's License Number**

by signature affixed below, do hereby authorize the release of the following juvenile and adult records to the City of Grosse Pointe Farms:

- 1.     Convictions
- 2.     Arrest Records
- 3.     Criminal and Civil Court Records
- 4.     School Records (Elementary through College), indicating:
  - Attitude
  - Grades
  - Graduation Certificates
  - Disciplinary Actions
  - Honors received
- 5.     Employment records
- 6.     Credit Reports and Records
- 7.     Information, verification with references, neighbors and employers
- 8.     Workmen Compensation Claims

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

<b>For Office Use Only</b>
Requesting Department: _____
Reference Number:            _____
Date Submitted:                _____
Date Processed:                _____