



STATE OF MICHIGAN
46th DISTRICT COURT

Collections Clerk

DISTRICT JUDGES

The Honorable
CYNTHIA M. ARVANT
248-796-5830

The Honorable
SHELIA R. JOHNSON
248-796-5810

The Honorable
DEBRA NANCE
248-796-5820

ADMINISTRATOR
RENEE SHELIDE
248-796-5800

CIVIL DIVISION
248-796-5870

CIVIL INFRACTION/
PARKING DIVISION
248-796-5860

MISDEMEANOR/
FELONY DIVISION
248-796-5880

PROBATION
DEPARTMENT
248-796-5850

TDD
248-354-3329

www.46thdistrictcourt.com

Position:

Collections Clerk (Full Time 40 hours per week)

Salary:

\$39,041-\$53,460 (Offer will be commensurate with experience)
Fringe benefits offered for this opportunity

Summary:

Under direct supervision, this mid-level position performs specialized collections duties in support of Court operations. Activities include typing, filing, operating computer terminals, and processing routine Court documents related to the collection of delinquent traffic citations and Court-ordered fines and fees. Applies governmental collections laws, methods, techniques and procedures to secure delinquent Court-ordered fines and fees. Assists in establishment of enforcement/collection standards as mandated. Answers telephones, provides general information and responds to routine informational inquiries. Interacts directly with the public regarding collections activities. These examples do not include all the duties of which the employee will be expected to perform. There may be other duties as assigned.

Qualifications:

A High School diploma, or GED equivalent is required. A minimum of 2- 5 years of clerical experience in a court environment providing substantial customer service and utilizing JIS case management software is REQUIRED. Knowledge of misdemeanor/felony case processing as well as the COLLECT module is preferred, but highly desirable.

To Apply:

Email resume and references with subject "Collections Clerk" to: courtemployment@cityofsouthfield.com.

Only qualified candidates who are selected for an interview will be contacted. Potential Court employees shall be subject to a background investigation and fingerprinting.

Deadline:

Open until filled

The 46th District Court is an Equal Opportunity Employer

26000 Evergreen Road ♦ P.O. Box 2055 ♦ Southfield, Michigan 48037-2055