



STATE OF MICHIGAN 46th DISTRICT COURT

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

Judicial Clerk

Position: Full time position for Judicial Clerk to the **Honorable Debra Nance**

Salary: Starting salary \$41,171--\$56,377(Offer will be commensurate with experience) plus fringe benefits

Summary: Under general supervision, performs legal secretarial functions for the judge. Activities include scheduling, maintaining and coordinating the docket, processing court files, taking and transcribing legal dictation, screening callers and visitors, scheduling appointments, operating remote technology and other administrative/clerical support activities.

Qualifications: High school graduation or its equivalent with office skills coursework, prefer advanced legal secretarial or court management coursework.

Two years legal secretarial/record processing experience in a court required; district court preferred.

Ability to maintain working relationship with co-workers and interact effectively with the general public.

Must be technologically proficient and be familiar with Zoom remote software.

State of Michigan court reporter/recorder certification preferred.

To Apply: Send a resume and cover letter to
46th District Court
Attn: Chalunda Hamilton
26000 Evergreen Road
Southfield, MI 48076
courtemployment@cityofsouthfield.com
Deadline: **December 16, 2024**

The 46th District Court is an Equal Opportunity Employer

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