



# STATE OF MICHIGAN 46<sup>th</sup> DISTRICT COURT

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## 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](http://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  
46<sup>th</sup> District Court  
Attn: Chalunda Hamilton  
26000 Evergreen Road  
Southfield, MI 48076  
[courtemployment@cityofsouthfield.com](mailto:courtemployment@cityofsouthfield.com)  
Deadline: **Open until filled.**

The 46<sup>th</sup> District Court is an Equal Opportunity Employer

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