



## 50<sup>th</sup> District Court

70 N. Saginaw St.

Pontiac, MI 48342

(248) 758-3815

[50DC-GenInfo@pontiac.mi.us](mailto:50DC-GenInfo@pontiac.mi.us)

**Posting Date: May 8, 2026**

**Application Deadlines: June 8, 2026**

### COURT CLERK

<b><u>Supervised by:</u></b>	<b>Clerical Services Manager</b>
<b><u>Supervises:</u></b>	<b>None</b>
<b><u>Department:</u></b>	<b>Clerical Department</b>
<b><u>Position Type:</u></b>	<b>Full Time</b>
<b><u>Union Status:</u></b>	<b>MAPE/50<sup>th</sup> District Court Employee</b>
<b><u>FSLA Status:</u></b>	<b>Non-Exempt</b>
<b><u>Starting Salary:</u></b>	<b>\$49,004.8/Year; 23.56/Hour (w/ comprehensive fringe benefits package)</b>

#### **POSITION SUMMARY:**

Under the supervision of the Office Manager, the Court Clerk performs a wide variety of duties related to the processing of all matters within the jurisdiction of the District Court.

Responsibilities include, but are not limited to, assisting attorneys, law enforcement officers, court users, and members of the public with court-related matters. The Court Clerk performs all tasks necessary to process various case types from initiation through final disposition and record retention or disposal, and may serve as a backup cashier as needed.

#### **ESSENTIAL JOB FUNCTIONS**

*This position may occasionally require work outside of regular business hours.*

- Processes civil infractions, traffic misdemeanors, criminal matters, and other code or statutory violations, including coding and entering cases into the computer system, scheduling hearings when required, and issuing required notices.
- Processes incoming mail related to civil, criminal, and traffic cases, including matching payments and documentation with appropriate case files.
- Reviews legal documents related to civil, criminal, and traffic matters, such as writs of garnishment, restitution orders, stipulations, orders, briefs, and petitions for installment payments, to ensure timeliness, completeness, and compliance with court rules. Examines and enters judgments for adjudicated civil cases.

- Enters case information for civil, criminal, and traffic cases into the court management system, including adjournments, dispositions, judgments, and other required data.
- Prepares and sends notices; prepares bench warrants; and processes driver license suspensions related to criminal and traffic cases when authorized by statute or court order.
- Processes garnishments, motions to set aside garnishments, and installment payment requests in civil cases, ensuring all required documentation is complete prior to case closure.
- Maintains accurate case histories and closes civil cases by recording final dispositions in case files and the court management system; prepares and sends required notices; and files closed cases in accordance with retention schedules.
- Reviews civil, criminal, and traffic court files to determine readiness for hearings, trials, default judgments, dismissals, and other proceedings, ensuring proper service and completeness of documentation.
- Generates, prints, and mails computer-generated notices and correspondence for civil, criminal, and traffic cases.
- Closes criminal, civil, and traffic cases by entering final dispositions into the court management system, ensuring proper distribution of fines, costs, fees, and bonds as applicable, and submitting abstracts of conviction to the Secretary of State in accordance with statute or ordinance when required.
- Records bond transactions and processes bond transfers related to criminal and traffic cases, and applies bond activity to civil cases as required.
- Types correspondence, notices, orders, and legal documents for civil, criminal, and traffic matters; prepares certificates, abstracts, and clearances not generated by the computer system; and performs general clerical support duties such as copying and filing case files, tickets, and related records.
- Administers oaths in civil, criminal, and traffic proceedings as required.
- Assists with special projects related to civil, criminal, and traffic records, including but not limited to records retention and disposal.
- Performs the duties and responsibilities of co-workers in a backup capacity when necessary to support overall court operations.
- Provides clerical and administrative support to the Probation Department when assigned, including related record-keeping and case support functions, in accordance with court policies and confidentiality requirements.

- Performs all other duties as assigned to support the efficient operation of the Court.

*\*This list of essential functions is not intended to be all-inclusive. Duties and responsibilities may be added, deleted, or modified at any time in accordance with the needs of the Court.*

**REQUIRED KNOWLEDGE, SKILLS ABILITIES & QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Knowledge of court procedures, legal terminology, and record-keeping practices
- Strong attention to detail and accuracy
- Ability to handle confidential information with discretion
- Effective verbal and written communication skills
- Strong customer service, interpersonal, and conflict-management skills
- Ability to work independently, be self-motivated, and manage multiple tasks while prioritizing effectively in a fast-paced environment
- Proficiency with computers, office software, and court case management systems
- Ability to interpret and apply policies, procedures, statutes, court rules, and regulations
- Professional demeanor and attitude, with the ability to interact effectively with judges, court staff, attorneys, law enforcement, and the public

**EDUCATION & EXPERIENCE:**

**Education:** Associate's degree in business administration, public administration, human resources, or a related field, or an equivalent combination of education and experience. Bachelor's degree in a related field preferred.

**Experience:** Three (3) or more years of progressively responsible administrative support experience, preferably in a court, government, or legal environment. Prior experience in court administration, human resources, payroll, ADA coordination, or language access coordination preferred.

**LICENSES & CERTIFICATIONS:**

- Must possess a valid Michigan driver’s license.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this position, the employee must have sufficient mobility to work in a standard office environment and operate typical office equipment, including computers and telephones. The position requires regular communication in person and by telephone; the ability to hear and speak clearly; and the ability to read regular and small print, and view, produce, and enter written, numerical, and/or electronic information using a computer keyboard with repetitive keystrokes.

The employee must be able to stand, sit, walk, stoop, kneel, bend, and reach with hands and arms, and perform repetitive hand and arm movements. The position requires the ability to lift, carry, and move file boxes and other materials weighing up to 40 pounds, reach files on high shelves, and organize and alphabetize records.

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This job description does not constitute an employment agreement between the 50<sup>th</sup> District Court and the employee and is subject to change by the 50<sup>th</sup> District Court as the needs of the Court and requirements of the job change.

**HOW TO APPLY**

Submit a cover letter describing your experience and how it relates to the qualifications for the position, a resume, and an application to [50DC-GeneralInfo@pontiac.mi.us](mailto:50DC-GeneralInfo@pontiac.mi.us)

You can also apply on Indeed at <https://www.indeed.com/job/court-clerk-cab2720261df33e6>

