

48th DISTRICT COURT STAFF OPENING

Position

Deputy Court Clerk in the traffic department at the 48th District Court, Bloomfield Hills, Michigan.

This position is full-time. Includes health insurance, access to the Court's flexible spending plan and retirement plans.

Salary will be commensurate with experience and qualifications.

Application Procedure

Please email cover letter and resume to HR@48thdc.us

Job Summary

- Sort, enter and file tickets, including civil infractions and traffic misdemeanors.
- Provide courteous responses by telephone and at the counter to ticket inquiries, including court dates, adjournments and payment transactions.
- Schedule pre-hearings, informal, formal and fail to pay hearings.
- Prepare and enter warrants and suspend driver licenses as authorized.
- Run driving records and generate daily postcard notices.
- Update case dispositions utilizing Judicial Information System (JIS).

Qualifications

- Working knowledge of JIS, Microsoft Word, Outlook and Zoom.
- Excellent verbal and written communication skills to interact with public, law enforcement officers, attorneys, court staff and judges.

Application Deadline

June 12, 2026

AN EQUAL OPPORTUNITY EMPLOYER