



State of Michigan
36th District Court

421 Madison
Detroit, Michigan 48226-2358
www.36thdistrictcourt.org

WILLIAM C. MCCONICO
CHIEF JUDGE

LAWANDA CROSBY
COURT ADMINISTRATOR

JOB ANNOUNCEMENT
Position Available: Clerk 1

Salary: \$28,128.24/\$14.42 to \$38,351.10/\$19.67

APPLICATION DEADLINE: OPEN UNTIL FILLED

Under the general direction of the applicable Departmental Management, performs a variety of clerical functions related to the processing of court cases including filing, routing and organizing files and documents, and answering questions from the public.

This is an AFSCME Local 3308 Bargaining Unit Position.

We offer a generous Benefit Package; medical, dental, vision, and a great retirement plan. In addition, the Court offers paid holidays, Health Care and Dependent/Elder Care Flex Spending Accounts, wellness programs, and other employee discounts and perks!

Are you experienced in delivering excellent customer services in a public sector setting? Are you proficient in Microsoft Office? Do you want to be part of a dynamic organization where hard work and commitment are rewarded? If you answered yes to these questions, you may be the right candidate for this position.

Be a part of the heart of Detroit!

Visit the Court's website at <https://36thdistrictcourt-careers.vibehcm.com/> for a detailed job description. Only qualified candidates should apply via the online application.

AN EQUAL OPPORTUNITY EMPLOYER