

JOB POSTING

POSITION/TITLE: Part-time Drug Court Clerk

The drug court clerk will be responsible for the data entry and updating of case files; attending and taking notes at the drug court team meetings and review hearings; preparation of weekly meeting minutes; preparation of drug court calendars and weekly agendas; generating and mailing of notices, orders, and other court documents as needed; filing of court documents and mail.

The previously mentioned duties are intended to provide the general nature and level of work being performed by a person in this position. It is not intended to be an extensive list of all duties that may be required by the candidate.

EDUCATION:

High school graduate or equivalent is required. Training in customer service techniques and computers is required. Knowledge of databased systems, Word and Excel is preferred.

EXPERIENCE:

Must have prior experience in general office duties which include telephone, word processing, and other computer skills. Previous experience working in a court or law firm is desired. Ability to maintain an effective working relationship with other employees and interact effectively with participants is required.

The candidate for this position must be able to pass a criminal background check prior to hiring.

PLEASE SEND COVER LETTER AND RESUME WITH REFERENCES TO:

Kris Shaneour
Court Administrator
2B District Court
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Hillsdale, Michigan 49242
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