

## JOB POSTING

Title: Full-Time Deputy Clerk

### Job Description:

Hillsdale County 2B District Court seeks a deputy clerk for entry of case files; updating case files; scheduling of court events; preparation of court calendars; communication with the general public, attorneys, law enforcement agencies, prosecutors, probationers, and other courts regarding criminal and traffic matters; generating and mailing of notices, orders and other court documents; time stamping and filing of court paperwork; receiving and processing payments; receiving and processing court bonds provided by local law enforcement and other agencies; assisting probation officers; as well as other duties. The deputy clerk may also be responsible for collection activity including arrangement of payment plans, setting up wage assignments, communicating with the Secretary of State's office, preparing reports, and forwarding accounts to a collections agency. The foregoing is intended to provide the general nature and level of work being performed by a person in this position. It is not to be construed as an exhaustive list of all duties that may be required of such a person. Starting wage \$14.16/hour.

### Education and Experience:

High school graduation or equivalent is required. An associate's degree or equivalent in liberal arts, business administration, or criminal justice is preferred. Training and experience in customer service techniques, bookkeeping, collections and/or accounting is desirable. The successful candidate must be able to pass a criminal background check prior to hiring.

Applicants should send a cover letter and resume to Laura T. Rahe by email to [l.rahe@co.hillsdale.mi.us](mailto:l.rahe@co.hillsdale.mi.us), or by mail to Hillsdale County 2B District Court, 49 N. Howell St., Hillsdale, MI 49242.