



51st District Court Job Description



Deputy Clerk

Department: 51st District Court
Supervised by: Court Administrator, Department Supervisor
Supervises: None
FLSA: Non Exempt
Bargaining Unit: None, At-will
Status: Full-time
Grade: 2-3

General Summary

Under limited supervision, provide courteous and competent assistance to court patrons (litigants, attorneys, witnesses, law enforcement) while performing various case processing duties related to civil, criminal, traffic, probation and/or administrative proceedings in the 51st District Court. Create and maintain court files, prepare notice of hearing to ensure proper service and notification of scheduled proceedings, accurately record and update court records utilizing JIS database. Create and report case data to external entities (LEIN, SOS, MSP, SCAO) related to case activity. Open and file mail, answer telephone calls and provide assistance in accordance with established court rules, applicable laws and internal procedures.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provide information at the counter or by telephone to the general public, attorneys and law enforcement personnel regarding civil, criminal, traffic, and/or probation cases in accordance with established court rules, applicable laws and internal procedures.
2. Assist the public in filling out standard court forms, questionnaires and applications and prepare a variety of standard court forms as required by the instant action of the proceeding.
3. Schedule hearings, prepare and provide notice of court dates to parties in congruence with the Court calendar and caseflow management plan. May act as scheduling coordinator between judges, prosecutors, attorneys, probation officers and law enforcement personnel.
4. Prepare various forms and orders of the Court through the use of the Court's case management systems as well as personal computer software programs.
5. Enter and review data using the Court's case management systems as well as through the Law Enforcement Information Network (L.E.I.N).
6. Maintain Court files including filing and alphabetizing documents.
7. Other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Deputy Clerk

1. High school diploma or equivalent.
2. Ability to type 45 wpm accurately using word processing software.
3. Must possess basic word processing, database and spreadsheet software skills.
4. Thorough knowledge of filing system procedures and practices, office procedures and modern office machines.
5. Must possess good grammatical, spelling and mathematical skills.

6. Must pass background investigation and/or criminal history check.
7. Ability to handle a variety of inquiries from the public regarding Court activities.
8. Ability to learn, understand, and interpret the Michigan Court Rules and applicable state laws.

Senior Deputy Clerk

1. Demonstrated mastery of case processing operations. Ability to perform simultaneous courtroom case updates and entries and/or achievement of CEO certification to record courtroom proceedings.
2. Successful completion of Court Support Staff Certification Training or comparable Michigan Judicial Institute educational seminars related to the General Purposes and Responsibilities of Courts, Professionalism & Ethics, Customer Service, and Records, Policy and Procedure.
3. Proficient understanding and application of Michigan Court Rules, statutes, local ordinances and Local Administrative Order's.
4. Consistent productivity. Work product is accurate and reflects attention to detail. Accomplishes assigned tasks within expected timeframe.
5. Takes appropriate action to complete task with minimal direction. Utilizes time effectively and assumes additional responsibility without being asked.
6. Responds to customer requests in a timely and appropriate manner. Successfully manages difficult customers and their service issues. Exercises good judgment in interacting with frustrated and angry patrons.
7. Uses leave time appropriately. Considers others when planning and using leave. Prepares or works ahead when planning leave use.

Physical Demands and 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 the essential functions.

While performing the duties of this job, the employee works in an environmentally controlled office setting. This is a low physically demanding position, requiring limited range of motion. Work is preformed in the optimal working envelope of neck to navel and within arms reach. Work surfaces are adjustable to all body types. Walking surfaces are well lit, tiled and/or carpeted. Individuals with physical impairments can be accommodated to perform most essential tasks of these positions. The use of mobility assist devices such as wheelchairs, walkers, etc, is not a hindrance to this position. Use of both fine as well as gross muscles of the body is not essential. The employee is regularly required to lift objects of $\pm$ 1 pounds and occasionally lifts of 10 pounds may be required. The employee must be able to write and work with computer keyboard. Vision or assisted vision is required. Limited hearing is acceptable. Verbal communication is fundamental.

Notice of At-Will Employment

All employees of the 51st District Court serve at the pleasure of the Chief Judge, Chief Judge Pro Tempore and Court Administrator and are considered at-will employees. The employment policies of Waterford Township do not apply to court personnel unless adopted by the Court.

THE 51ST DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

Open: February 13, 2026

Close: February 27, 2026

2026 Salary Range: 48,048 – 58,676 (based on experience)

Interested applicants should email 51st District Court Application and resume to Jennifer Thom – jthom@waterfordmi.gov by posting deadline.

Application For Employment

51st District Court

5100 Civic Center Drive, Waterford MI 48329

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status and in compliance with state and federal regulations on handicappers civil rights. Under the Michigan handicappers' Civil Rights Act, a handicapper may allege a violation of the Act regarding the failure to accommodate only if the handicapper notifies the employer in writing of the need for accommodation with 182 days after the date the handicapper knew or reasonably should have known that an accommodation was needed.

PLEASE PRINT OR TYPE

Position(s) Applied For: _____

Name: _____
(Last) (First) (Middle)

Address: _____
(Number) (Street) (City) (State) (Zip)

Telephone: (____) _____ Social Security No: _____

Have you filed an application with the 51st District Court or the Charter Township of Waterford previously? _____
_____ No.

Were you ever employed by the 51st District Court or the Charter Township of Waterford previously?
_____ Yes _____ No.

Are you employed now? _____ Yes _____ No. May we contact your employer? _____ Yes _____ No.

What prompted you to seek employment with the 51st District Court?

Driver's License No. _____ Chauffeur License No. _____

Commercial Driver' License (CDL) No. _____

Types of CDL Endorsements: _____

List Traffic Citations for Last Five Years: _____

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Have you ever been convicted of a Felony? _____Yes _____No

EDUCATION AND TRAINING

	Elementary	High School or Equivalent	College or University	Other
Name of School	NA			
Circle Highest Year Completed:	4 5 6 7 8	8 9 10 11 12	1 2 3 4	1 2 3 4
Degree Received:	NA	NA		
Describe Course of Study:	NA			

School Activities,
Honors or Accomplishments:

Apprenticeship (s),
Specialized Training,
Skills:

Licenses,
Certifications, Etc.:

Training & Experience:

Typing Speed _____W.P.M.

Shorthand Speed _____W.P.M.

Computers (Include Software)_____

Equipment or Machines: _____

Hand Tools: _____

Other: _____

List professional, trade, business or civic activities and offices held. (Exclude those which indicate race, color, religion, sex, national origin or political affiliation): _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments.

(1) <u>Employer:</u>	<u>Dates Employed:</u> From: To:	<u>Job Duties</u>
<u>Address:</u>	<u>Hourly Rate/Salary</u> Starting: _____ Final: _____	
<u>Telephone:</u>		
<u>Supervisor:</u>		
<u>Reason for Leaving:</u>		
(2) <u>Employer:</u>	<u>Dates Employed:</u> From: To:	<u>Job Duties</u>
<u>Address:</u>	<u>Hourly Rate/Salary</u> Starting: _____ Final: _____	
<u>Telephone:</u>		
<u>Supervisor:</u>		
<u>Reason for Leaving:</u>		
(3) <u>Employer:</u>	<u>Dates Employed:</u> From: To:	<u>Job Duties</u>
<u>Address:</u>	<u>Hourly Rate/Salary</u> Starting: _____ Final: _____	
<u>Telephone:</u>		
<u>Supervisor:</u>		

<u>Reason for Leaving:</u>	

(4) <u>Employer:</u>	<u>Dates Employed:</u> From: To:	<u>Job Duties</u>
<u>Address:</u>	<u>Hourly Rate/Salary</u> Starting: _____ Final: _____	
<u>Telephone:</u>		
<u>Supervisor:</u>		
<u>Reason for Leaving:</u>		

Annual average number of days ABSENT with above employers: _____

Reason(s) ? : _____

MILITARY / DRAFT STATUS:

Presently registered for the draft ? ____ Yes ____ No Registration No.: _____

Veteran of U.S. Military Service ? ____ Yes ____ No - Date Inducted: _____

Branch of Service: _____ Highest Rank Attained: _____

I certify that the information furnished on this application and supplements thereof is complete and accurate to the best of my knowledge. I understand that my furnishing of any false information on this or any Court record is reason for disqualification as a candidate for employment or cause for termination if I am employed.

In the event I am employed by the 51st District Court, I agree to comply with all of its orders, rules and regulations.

I authorize the 51st District Court to verify and investigate my background, including but not necessarily limited to employment, education, criminal record and related areas. I authorize former employers, educational institutions, references and all sources of information on my background to release information regarding me.

Signature of Applicant

Date

AN EQUAL OPPORTUNITY EMPLOYER

Interviewer and/or References Comments: _____

Fair Credit Reporting Act
Disclosure & Authorization Form

I understand that, as a condition of my consideration for employment with the 51st District Court ("Court") and as a condition of my continued employment with the Court, the Court may obtain a consumer report that indicates, but is not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, personal interviews, driving records, any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness.

I hereby authorize and consent to the Court's procurement of such a report. I understand that, pursuant to the federal Fair Credit Reporting Act, the Court will provide me with a copy of any such report if the information in such report is, in anyway, to be used in making a decision regarding my fitness for employment with the Court. I further understand that such report will be made available to me prior to any such decision being made, along with the name and address of the reporting agency that produced the report.

Signature of Applicant

Date

Printed Name of Applicant

