

CITY OF GROSSE POINTE

COURT ADMINISTRATOR/CLERK

The City of Grosse Pointe is accepting applications for the full-time position of Court Administrator/Clerk to serve as the chief executive of its municipal court. Three or more years of experience in the day to day operations of a municipal or district court, such as performing the duties of a felony/civil/traffic court clerk, collecting payments, operating court computer systems (LEIN/SOS), knowledge of court procedures and experience with scheduling court proceedings is required. Starting salary range of \$48,734-\$61,345, DOQ. Job description available upon request.

The ability to plan, organize and direct the administrative activities of the municipal court in accordance with state and local regulations is required. Successful candidate will have experience with budgeting, data management/statistical reporting and ability to address public inquiries with tact and diplomacy. Supervisory skills and knowledge of general business and court administration practices, is desirable.

Send cover letter, resume and three professional references to: City Manager, City of Grosse Pointe, 17147 Maumee Ave., Grosse Pointe, MI 48230. Position open until filled. EOE/ADA

Posted: April 17, 2017