

**CITY OF GROSSE POINTE
MUNICIPAL COURT**

JOB ANNOUNCEMENT

POSITION: COURT CLERK
STATUS: Permanent Part-Time
WAGE: \$16.00-\$19.00 hourly, with requested experience and certifications

POSITION SUMMARY: Experience with court case management system (JIS), generating and distributing court related notices/paperwork is requested. Court recorder certification is preferred. Skill in customer service as well as using a variety of office equipment including computers and cash register is desirable. Up to 28 hours per week. Hours may vary but will not exceed 1500 hours in a calendar year. EOE

TO APPLY: Applications may be obtained at Grosse Pointe City Hall, 17147 Maumee Avenue, Grosse Pointe, MI 48230, 313-885-5800 or from the City website at www.grossepointecity.org under About Us, Careers. Send Applications to:

Lisa Akers, Court Administrator
City of Grosse Pointe
17147 Maumee Ave.
Grosse Pointe, MI 48230

Email submittals can be sent to: gpccourt@grossepointecity.org.

DEADLINE: Apply immediately. Open until filled.