



PLEASE POST

THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT

POSITION POSTED: Clerk IV
SALARY RANGE: \$38,212.00
DATE POSTED: March 5, 2024 – Until filled

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications.

A PERSON MAY NOT PARTICIPATE IN AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAS EXPIRED SINCE THE LAST EXAMINATION FOR THE TITLE.

MINIMUM QUALIFICATIONS:

- High school graduation or its equivalent.
- Two (2) years of successful clerical experience; experience in court setting, preferred.
- Experience using MS Office Suite and relevant software and systems.

DESCRIPTION OF WORK:

Under general supervision, is responsible for a variety of functions that support all operations. This position may serve as lead worker in the clerical unit which includes assigning work to staff, providing detailed on-the-job training, reviewing work products or responding to inquiries of staff; or may function to assist the supervisor in organizing and planning work-flow and in clarifying, proposing or revising procedures to eliminate conflict or duplication. May independently be responsible for complex clerical functions. Must be knowledgeable about Court functions, policies and practices. Performs a variety of highly complex clerical support duties. Employees in this title are expected to maintain a professional appearance and demeanor.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE CAREER SITE PAGE. THE LINK IS LISTED BELOW.

SELECTION: Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. Applicants who achieve a passing score on each portion of the screening process shall be placed on the eligibility list.

NOTE: Information provided on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable.**

SCREENING EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX-70% MIN)

Evaluation of Training, Experience & Personal Qualifications	Pass/Fail
Interview	100%

APPLICATION PROCEDURE AND DEADLINE:

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement.**

APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM THROUGH THE COURT'S WEBSITE: www.3rdcc.org. CLICK ON "ESSENTIAL LINKS", THEN UNDER "QUICK LINKS" CLICK ON "JOB POSTINGS". The direct link to this site:

<https://secure6.entertimeonline.com/ta/6051784.careers?CareersSearch>

A valid email address is required to apply. Applicant will receive a confirmation after successful submission of the electronic application. An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE WILL BE SUBJECT TO A CRIMINAL AND/OR IV-D BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****