

48th DISTRICT COURT STAFF OPENING

Position

Deputy Court Clerk in the civil department at the 48th District Court, Bloomfield Hills, Michigan. A candidate must have one year of experience within the court system or related field.

This position is full-time. Includes health insurance, access to the Court's flexible spending plan and retirement plans.

Salary will be commensurate with experience and qualifications.

Application Procedure

Please email cover letter and resume to HR@48thdc.us

Job Summary

- Assist the public and attorneys at the counter and over the telephone with civil cases.
- Process general civil, small claims and landlord/tenant cases utilizing MiFILE and Judicial Information System (JIS).
- Provide courteous responses to inquiries regarding cases, including court dates, adjournments and record requests.
- Prepare a variety of legal documents, schedule court cases for hearing dates, maintain calendars of cases set for hearings and trials.
- Assist with record retention and disposal, and may serve as a backup cashier as needed.

Qualifications

- Working knowledge of JIS, Microsoft Word, Outlook and MiFILE.
- Excellent verbal and written communication skills to interact with public, law enforcement officers, attorneys, court staff and judges.

Application Deadline

September 30, 2026

AN EQUAL OPPORTUNITY EMPLOYER