

**55<sup>th</sup> Circuit and 17<sup>th</sup> District Probate Court  
Gladwin County  
Employment Opportunity**

**The Gladwin Circuit-Family Division and Probate Court are accepting applications for the following:**

**POSITION: Part-Time Deputy Court Clerk**

**LOCATION: Gladwin County Courthouse, Gladwin, MI**

**SALARY RANGE: starting wage is \$13.86 per hour/35 hours per bi-weekly pay period**

**APPLICATION DEADLINE: Applications will be accepted until May 31, 2021, or until the position is filled**

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**Job Summary**

Under the supervision of the Probate and Family Court judge and the Court Administrator, processes legal documents; clerical and bookkeeping activities, including correspondence, reports, forms and documents; maintains complex clerical records; files records and reports; sorts and distributes mail; answers the telephone and front window; operates standard office equipment such as typewriters, computers, fax machines, copiers, calculators and adding machines; maintains court docket and calendar; performs related duties as assigned, including recording court hearings.

**Qualifications**

Possession of a high school diploma or its equivalent; a minimum of two years of clerical/office experience, including work-study experience.

Must be able to maintain a high level of confidentiality and professionalism. The position requires regular interaction with court personnel, attorneys, public agencies and the public.

Must be a self-starter capable of prioritizing work assignments and independent work as required. The successful applicant will have an interest in Michigan law and a willingness to read and understand court rules, procedures, practice and related areas of the law.

**Preferred or beneficial**

Additional college credits from an accredited college or university or business school training.

Previous experience in an office setting, or court setting.

**How to apply**

Please provide your resume and contact information by mail or in-person to: Probate Court, 401 W. Cedar Ave., Gladwin, MI 48624, Attn: Clerk position; or by email to [simrauk@gladwincounty-mi.gov](mailto:simrauk@gladwincounty-mi.gov)