



Position Available  
**Job Title: Clerk-Typist/Probation  
Clerk**  
**Hourly Salary Range: \$16.59 – \$20.07**

Under the supervision of the Circuit Court and/or District Court Administrators, the Clerk-Typist/Probation Clerk provides day to day assistance to the Courts in support of the Circuit Court/Family Court/District Court judicial and administrative functions; performs a variety of duties in support of the efficient operation of the Court being served. Job will include typing various forms, receiving/receiving monies, and greeting clients/visitors to the offices and providing information, assistance and/or direction.

**Benefits Include:** Hybrid Pension – 1% Employee Contribution  
Health, Dental & Vision Insurance – 20% Employee Contribution  
Paid Vacation & sick Leave, 14 Paid Holidays a Year  
Life Insurance  
Long-Term and Short-Term Disability Insurance  
Longevity

**Requirements:**

- Ability to become a Certified Electronic Operator Certification.
- Ability to communicate effectively with customers, attorneys, Judges, coworkers, and the general public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence using a well-modulated voice.
- Ability to accurately record and deliver information, meet deadlines, and maintain the confidentiality of restricted information.
- Ability to learn and understand departmental terminology, language, principles, and techniques; ability to expound on knowledge of topics related to primary occupation.
- Ability to work under moderately stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to operate a variety of automated office equipment including computers, typewriters, copiers, telephones and other software applications.

**Typical Duties:**

- Performs secretarial functions for the Juvenile & Probate Register, Deputy Registers of both Probate & Family Court, and District Court Probation Officer;
- Balances cash drawer; collects payments and issues receipts; prepares daily report.
- Answers telephones and greets visitors/customers providing information, assistance, and direction; takes and relays messages. Maintains files and filing systems.
- Administers drug/alcohol tests, as needed. Arranges for electronic monitoring device; attends electronic monitoring hookup and removal.
- Arrange and verify community service hours.
- Writes case notes, supplemental petitions, show causes, etc.; prepares dispositions, re-hearings, probation violations, closings, supplemental and review reports.
- Complies with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.
- ***The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties will be required and assigned.***

Resumes can be submitted by clicking [here](#) or by mail to: Christy Meilstrup, 91<sup>st</sup> District Court, 325 Court Street, Sault Ste. Marie, MI 49783.

**The position will remain open until filled.**

Chippewa County is an Equal Employment Opportunity Employer