

ACCEPTING APPLICATIONS FOR EMPLOYMENT

TRIAL COURT CLERK/MAGISTRATE

OSCODA COUNTY TRIAL COURT

The Oscoda County Trial Court is seeking resumes to fill the position of Court Clerk/Magistrate in the Oscoda County 81st District Court. The primary duties for this position will include criminal, traffic and civil in our District Court. Other duties may involve assisting with Court Recording as well as handling financial matters for the Court.

QUALIFICATIONS: The successful candidate will have excellent organization skills and the ability to pay attention to detail. The candidate must have a high school diploma. Prior clerical experience is required, prior Court experience is a preferred. CEO (Certified Electronic Operator) certification must be obtained within one year of hire. CEO certification must be maintained thereafter in accordance with the State Court Administrator's Office, including annual renewal of licensure.

This is a full-time position within the Oscoda County Trial Court. The hourly wage for the position is \$17.57 and includes a generous fringe benefit package.

Submit resumes: Attention Donna Lowe, Trial Court Administrator at dlowe@oscodacountymi.com not later than close of business on Friday, October 8, 2021.

An Equal Opportunity Employer
To include those qualified persons with a disability