
Township Supervisor
Brenda L. Stumbo
Township Clerk
Heather Jarrell Roe
Township Treasurer
Stan Eldridge



**YPSILANTI
TOWNSHIP**
— HUMAN RESOURCE DEPARTMENT —

Trustees
Ryan Hunter
John Newman II
Gloria Peterson
Debbie Swanson

Deputy Court Clerk 14-B District Court

Applications/Resumes are being accepted to fill the position of Deputy Court Clerk within the 14-B District Court. Duties include a variety of clerical tasks involved in the processing of civil, criminal and/or traffic cases. Qualified candidates will be tested to validate skills, knowledge and abilities for the position.

Applicants must:

- Have high school diploma or equivalent
- 2 years office experience, Court experience preferred
- Have excellent customer service and communication skills
- Be able to handle monetary transactions including providing correct change
- Have attention to detail with the highest degree of accuracy
- Be able to pass the testing requirements to become a certified LEIN (Law Enforcement Information Network) operator within 90 days from date of hire

Candidates will be tested and interviewed to validate skills

Starting Salary: \$19.25/hour

Closing Date: Friday, June 2, 2023

Job descriptions and application is available at: www.ytown.org.

Applications will also be available in the HR Department at the Township Civic Center, 7200 S. Huron River Dr., Ypsilanti, MI.

Equal Opportunity Employer