

Job Posting:**District Court Clerk**

The 93rd District Court of Schoolcraft County is hiring a Clerk. The District Court Clerk performs a variety of tasks including processing the civil docket and recording court proceedings. As a member of the District Court team, the Clerk also performs clerical support for the office and helps the public, law enforcement and participants of the court proceedings. Candidates must have effective skills in communication, organization and word processing. Once hired the Clerk will be required to obtain a court recording license. Additional training will be provided. Send letter of interest and resume to: Magistrate@schoolcraftcounty.us. Letters of recommendation are not necessary for the initial application. *Electronic submissions only*. This posting will remain active for two weeks.