

Cheboygan County Job Announcement

Cheboygan County is recruiting for a Judicial Assistant /Compliance Clerk for the 53rd Circuit Court. This is a full-time, 35-hour per week position. In addition to general office clerical duties, this clerk will provide legal administrative assistance to the Circuit Court Judge and will monitor compliance with Court orders such as bond conditions, payment of fines and costs, and delays of sentence.

Requirements: High school diploma or GED; basic computer skills with working knowledge of Microsoft Office Suite; and one year of general office experience required, preferably in a judicial, legal or governmental setting. The successful candidate will be an organized person who can multi-task with a positive attitude and provide services to the public with courtesy.

Salary: \$16.90 per hour. Cheboygan County also provides a comprehensive benefits package.

Position opened until filled. First review of applications, June 12, 2019.

An application is available at www.cheboygancounty.net or can be picked up in the Administration Office, Room 131, Cheboygan County Building, 870 S. Main St., Cheboygan, MI.

Submit or E-mail an application to:

Administration
870 S. Main Street
PO Box 70
Cheboygan, MI 49721
employment@cheboygancounty.net

Cheboygan County is an Equal Opportunity Employer and Service Provider.