

**U. S. BANKRUPTCY COURT
EASTERN DISTRICT OF MICHIGAN**

Employment Opportunity Records Clerk (Temporary)

Classification Range: CL22

Announcement Number 05-01

Closing Date: October 15, 2004

Location: Detroit, Michigan

Depending on Qualifications -
Starting Salary: \$22,778-\$28,486
Maximum for this level (CL22) is \$37,047

The Records Clerk is primarily concerned with maintaining official records by filing court documents in the appropriate case file, sorting, classifying, retrieving case records, and general clerical work. This is a full-time, one year appointment, which includes benefits. Extension beyond one year is dependent upon funding, performance, and/or continuing need. This position reports to the Operations Manager.

To qualify for this position, the applicant must have a high school diploma or equivalent. Candidates should be self motivated, reliable, have the ability to accurately handle a large volume of paperwork, move/lift boxes (25-35 lbs) and have good communication skills. Previous clerical experience is preferred.

To apply for this opportunity, please send or email a cover letter, detailed resume with salary history, and two professional references on or before the closing date to **Human Resources** at the address listed to the left. E-Mail documents should be sent in Word, or WordPerfect format. Only those applicants selected for interview will be contacted.



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