



IRON COUNTY TRIAL COURT
STATE OF MICHIGAN

2 South Sixth Street, Suite 10
Crystal Falls, MI 49920
Fax: 906-875-0656
Hon. Donald S. Powell
Trial Court Judge

JOB VACANCY ANNOUNCEMENT

DEPUTY DISTRICT COURT CLERK/JUVENILE REGISTER

Full-Time Position – 37.5 hours per week

DATE OF POSTING:	Friday, March 27, 2026
DATE OF EXPIRATION:	To be posted until filled
POSITION:	Deputy District Court Clerk/ Juvenile Register
DATE OF EMPLOYMENT:	As soon as possible
RATE OF PAY:	Union scale starting at \$18.07 per hour with full-time benefits

HOURS: 37.5 hours per week full-time

SUMMARY: Under the supervision of the District Court Clerk, reporting to the Trial Court Administrator. Preparing and processing a variety of court documents; processing general civil, small claim and criminal cases; maintaining all juvenile files; preparing notices; and providing counter service to include receiving and receipting money. Please reach out to aholm@ironmi.org for a full description of the position.

MINIMUM QUALIFICATIONS: All the following functions and qualifications of their equivalents are essential for this position: One year clerical experience preferred in a court or related legal setting, as well as a high school diploma is required. Applicants must possess strong written, communication and computer skills as well as an ability to interact professionally with the public. Must be able to pass a background check. Will be encouraged to procure Certified Electronic Operator certificate to record court proceedings.

APPLICATIONS DUE: Letters of application and qualifications can be submitted to the Iron County Trial Court, 2 South Sixth Street, Suite 10, Crystal Falls, MI 49920 or via email to Ashley Holm aholm@ironmi.org . The posting will be taken down once the position is filled.