



THIRD JUDICIAL CIRCUIT OF MICHIGAN  
OFFICE OF HUMAN RESOURCES  
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT

**POSITION POSTED:** Accounting Assistant  
**SALARY RANGE:** \$46,113.00 - \$63,202.00  
**DATE POSTED:** 04/17/2024 - Until Filled

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**ELIGIBILITY:** This examination is open to anyone who meets the minimum qualifications.

**A PERSON MAY NOT PARTICIPATE IN AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAS EXPIRED SINCE THE LAST EXAMINATION FOR THE TITLE.**

**MINIMUM QUALIFICATIONS:**

- High school graduation or its equivalent.
- Two (2) years of college credits from an accredited institution.
- Two (2) years of verifiable, paid bookkeeping/accounting experience.
- Experience using MS Office Suite and relevant software and systems.
- Proficient using Microsoft Excel spreadsheets required.

**DESCRIPTION OF WORK:**

Under direct supervision of the Deputy Chief Financial Officer or Designee, performs a variety of accounting tasks, including preparation and maintenance of financial records, spreadsheets, and reconciliations. Assists and supports the management of the Court's grants and revenue. Assists with the preparation of grant financial reports, budget requests, and projections, and prepares related general ledger entries. Tracks the receipt of Court revenue and assists with revenue and collection trend analysis.

**FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE CAREER SITE PAGE. THE LINK IS LISTED BELOW.**

**SELECTION:** Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. Applicants who achieve a passing score on each portion of the screening process may be placed on the eligibility list.

**NOTE:** Information provided on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

**SCREENING EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX-70% MIN)**

Evaluation of Training, Experience & Personal Qualifications	Pass/Fail
Interview	100%

**APPLICATION PROCEDURE AND DEADLINE:**

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement.** **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM THROUGH THE COURT'S WEBSITE: [www.3rdcc.org](http://www.3rdcc.org).** The direct link to this site:

<https://secure6.entertimeonline.com/ta/6051784.careers?CareersSearch>

A valid email address is required to apply. Applicant will receive a confirmation after successful submission of the electronic application. An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

**CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE WILL BE SUBJECT TO A CRIMINAL AND/OR IV-D BACKGROUND INVESTIGATION.**

**POSTING:** This notice must be posted on all bulletin boards until the filing date has expired.

**\*\* AN EQUAL OPPORTUNITY EMPLOYER \*\***