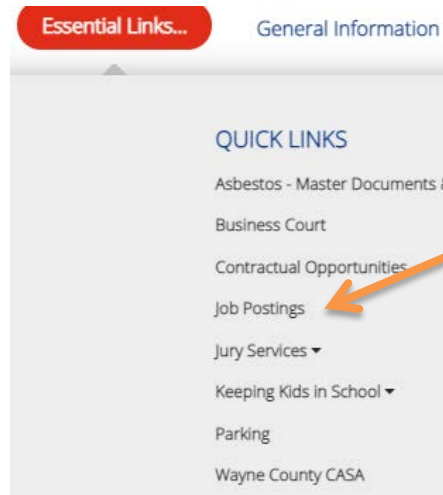
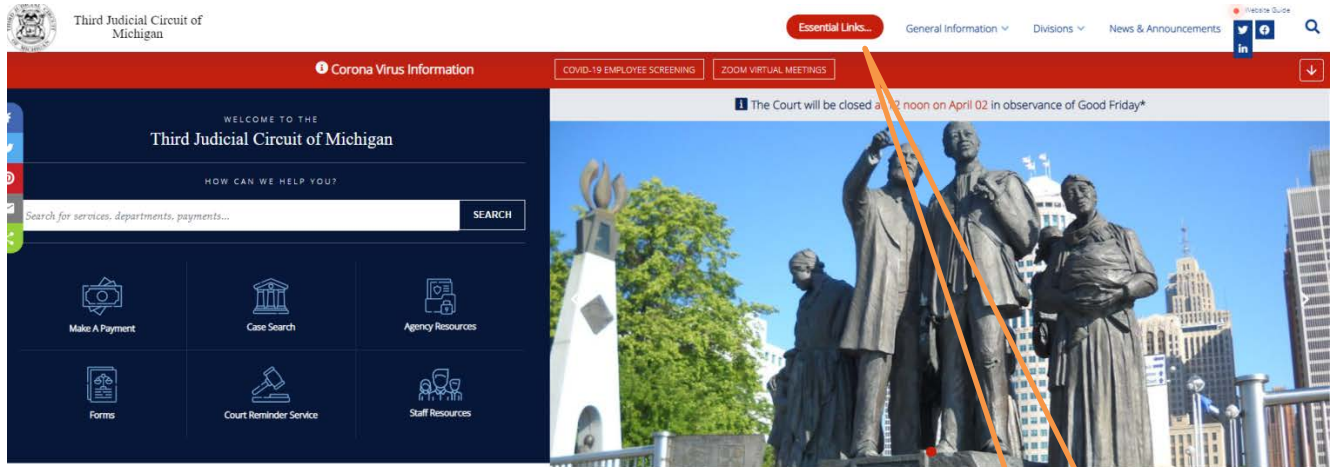


# THIRD JUDICIAL CIRCUIT OF MICHIGAN OPEN COMPETITIVE JOB POSTINGS

Open Competitive Job Postings are accessible through the Court's external website: [www.3rdcc.org](http://www.3rdcc.org) click on the "Essential Links", then under "QUICK LINKS" click on "Job Postings".



Clicking on Essential Links will bring you to this dropdown box. Where you will access Job Postings

Here you will see the Open Competitive Job Postings that are available. The job shown is a representative sample and not an actual posting.

**Third Judicial Circuit of Michigan**

Come work with us

Results (1)

Search Job Title or Keywords

Categories Location

Account Clerk III  
Location: Detroit, MI  
Job Category: Finance

APPLY FOR JOB

Account Clerk III, Detroit

**General Information**

Job Title:	Account Clerk III
Location:	2 Woodward Avenue Suite 720 Detroit, MI, 48226 United States
Employee Type:	Non-Exempt Full-Time
Job Category:	Finance
Minimum Experience:	3 Years
Required Degree:	High school

Scroll through the highlighted job to see more details relative to the position that is available including: Essential Functions and the Qualifications needed to apply for the job along with additional information pertaining to the job and the application process.

<p>Account Clerk III Location: Detroit, MI Job Category: Finance</p>	<p><b>Description</b></p> <p><b>SUMMARY:</b></p> <p>Under general supervision, processes payments for goods and services, accurately and timely, ensures that divisions process payments in accordance with the Court's purchasing and payment policies and that only authorized invoices are processed. Also provides analytical, financial, administrative and clerical services to the operations in Budget &amp; Finance. Employees in this title are expected to maintain a professional appearance and demeanor.</p> <p><b>ESSENTIAL FUNCTIONS:</b></p> <ul style="list-style-type: none"> <li>• Reviews all invoices for appropriate documentation and approval prior to payment</li> <li>• Prioritizes and processes invoices and check requests.</li> <li>• Maintains 1099 records in conjunction with Wayne County, including working with vendors to ensure proper documentation on consistent with the Internal Revenue Service is provided.</li> <li>• Responds to all vendor inquiries.</li> <li>• Reconciles vendor statements, researches and corrects discrepancies.</li> <li>• Assists in month-end closing and provides information for accruals.</li> </ul>
<p>Account Clerk III Location: Detroit, MI Job Category: Finance</p>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• High school graduation or its equivalent.</li> <li>• Three (3) years of paid, verifiable bookkeeping/accounting experience.</li> <li>• Experience using MS Office Suite and relevant software and systems.</li> <li>• Proficient using Microsoft Excel spreadsheets required.</li> </ul> <p><b>KNOWLEDGE, SKILLS AND ABILITIES:</b></p> <ul style="list-style-type: none"> <li>• Ability to meet and interact with the public and deal courteously and effectively with their questions or problems, seeking assistance when needed.</li> <li>• Ability to operate office equipment.</li> <li>• Ability to perform mathematical computations quickly and accurately.</li> <li>• Ability to understand and carry out verbal and written instructions and to request clarification when needed.</li> <li>• Ability to use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.</li> <li>• Skill to cooperate with others and the ability to meet deadlines.</li> </ul>

If you are interested in applying for a position, click on the “Apply for Job” button.

Account Clerk III Test  
Location: Detroit, MI  
Job Category: Finance

**APPLY FOR JOB**

Account Clerk III Test, Detroit

**General Information**

Job Title:	Account Clerk III Test
Location:	2 Woodward Avenue Suite 720 Detroit, MI, 48226 United States

Next, the Login Screen will appear. Please note the following information carefully:

**In order to apply for an External or Open Competitive job announcement, you will need to set up a user account using a personal email address (not your Court email address). You are *NOT* able to set up an account or access an Open Competitive job posting utilizing your court login and password – you will get an error message.** You can do it from this screen using the “Create New Account” button. If you have already created an account, use the “Log In” button.

Third Judicial Circuit of Michigan

Log In 3:29 PM [ EDT ]

**1** If you're a current or former employee, your username is your company username, otherwise, it should be your email address.

**This information is incorrect. Your username will be your external email/personal email address.**

**Job Application**

Title	Account Clerk III Test
Category	Finance
Location	Detroit, MI

Username\*

Forgot Username?

Password\*

Forgot Password?

**LOG IN**

OR

CREATE NEW ACCOUNT

Click on “Create New Account” set up your Open Competitive username (which will be your external email address) and password and provide the required information. Once you have created an account, you can use that login information to apply for the current Open Competitive job posting and any other Open Competitive job postings in the future.

**Create Login**

Email Address (Username)\*  
NonCourtEmail@gmail.com

Re-Enter Email Address\*  
NonCourtEmail@gmail.com

First Name\*  
Your First Name

Last Name\*  
Your Last Name

Password\*  
.....

Re-Enter Password\*  
.....

Postal/Zip Code\*  
48226

CANCEL

SAVE & CONTINUE

Once you have created your account and/or logged in, the screen below will open and you can begin the application process.

Third Judicial Circuit of Michigan 03:54 PM (007)

My Applicant Profile Find Jobs My Applications

Job Listing: Account Clerk III Test/Detroit/Non-Exempt Full-Time View Full Details

Incomplete 50%

Last Updated on: Mar 25, 2021 3:50 PM

Contact Information

Job Related Questions

Cover Letter, Resume & Supporting Documents

Job Application Summary

Job Detail

Account Clerk III Test, Detroit

**General Information**

Job Title:	Account Clerk III Test
Location:	2 Woodward Avenue Suite 720 Detroit, MI 48226 United States
Employee Type:	Non-Exempt Full Time
Job Category:	Finance
Minimum Experience:	3 Years
Required Degree:	High School
Manage Others:	No

**Description SUMMARY:**

Under general supervision, processes payments for goods and services, accurately and timely, ensures that divisions process payments in accordance with the Court's purchasing and payment policies and that only authorized invoices are processed. Also provides analytical, financial, administrative and clerical services to the operations in Budget & Finance. Employees in this title are expected to maintain a professional appearance and demeanor.

**ESSENTIAL FUNCTIONS:**

- Reviews all invoices for appropriate documentation and approval prior to payment
- Prioritizes and processes invoices and check requests.
- Maintains 1099 records in conjunction with Wayne County, including working with vendors to ensure proper documentation consistent with the

SAVE SAVE & CONTINUE

CLOSE

Read and follow all the instructions on the each screen. Click on “Save & Continue” to move to the next screen. You are able to start the application and save it to complete it at a later time.

This screenshot shows the 'Contact Information' section of a job application. At the top, there are buttons for 'POPULATE FROM LINKEDIN', 'SAVE', and 'SAVE & CONTINUE'. A progress bar indicates the application is 50% complete. The main content area contains a notification: 'Please complete and save all sections of the applicant profile. Don't forget to save when you complete your pages.' Below this is a disclaimer: 'The Court is an equal opportunity employer and does not discriminate against otherwise qualified individuals on the basis of age, gender, race, religion, color, national origin, handicap/disability, marital status, genetic identity, height and weight or any other legally protected status.' A note states: 'Please complete and submit the entire application. An illegal or incomplete application will not be accepted. Consenting and application does not imply that you will be interviewed or hired, only that you will be considered for the position.' The 'Personal Information' section includes fields for Salutation, First Name, Middle Name, Last Name, Suffix, Personal Email (with a dropdown menu), Work Phone, Cell Phone, and Home Phone. A 'Primary' radio button is next to the Work Phone field.

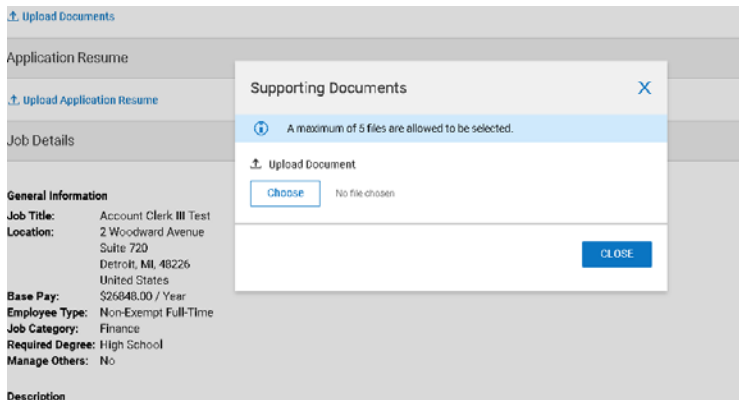
There are 6 pages of Job Related Questions covering the topics of: Educational Background; Licenses held; Training; Employment History; and other pertinent information. Below are some sample screens.

This screenshot shows the first page of 'Job Related Questions'. The progress bar is at 100%. The question is: '1. High School/GED Graduate?' with 'Yes' and 'No' radio button options. Below the question, it says '2. Please provide the Name, Address and Course/Major of School.' and there is a text input field containing 'High school'.

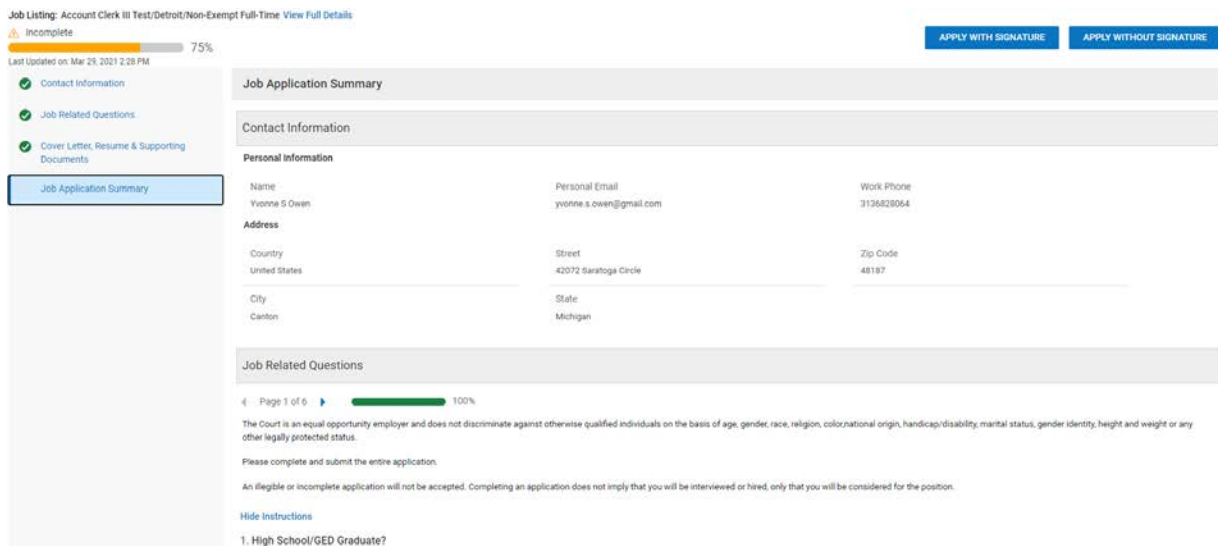
This screenshot shows the third page of 'Job Related Questions'. The progress bar is at 100%. The question is: '1. Employer Name:' with a large text input field. Below it, the question is: '2. Street Address:' with another large text input field.

Once you have provided all the requested information, you will come to the Certification screen. Please read carefully and acknowledge that you have read and understood the paragraphs by clicking on the check box. **NOTE: ONCE YOU CLICK ON SAVE AND CONTINUE ON THE CERTIFICATION SCREEN, YOU CAN NO LONGER UPDATE THE JOB RELATED QUESTIONS ON THE APPLICATION FORM.**

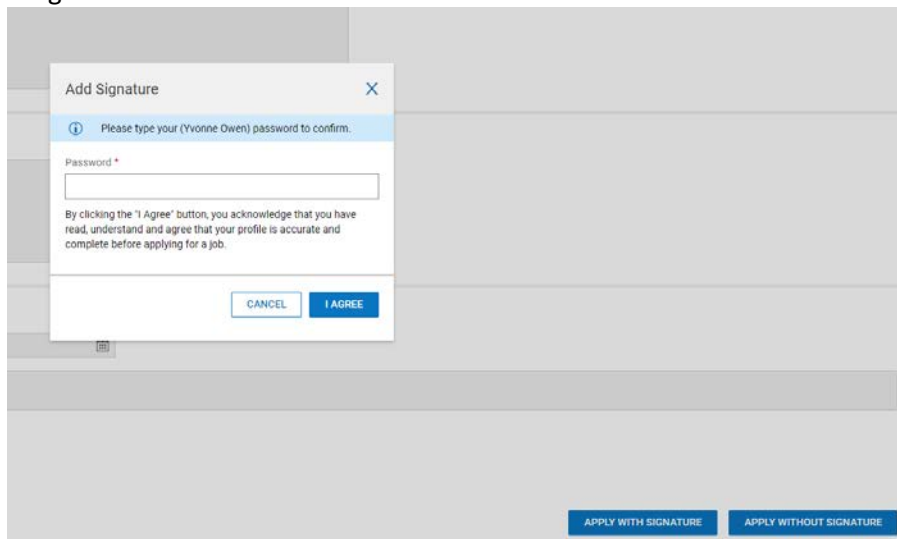
The next screen will allow you to supplement the application with a cover letter, resume and any other supporting documents (maximum of five) that you want to include in your application.



When you have completed adding all your information and the documents you wish to submit and are ready to submit your application, Click save and continue to view a page detailing the information you have provided:

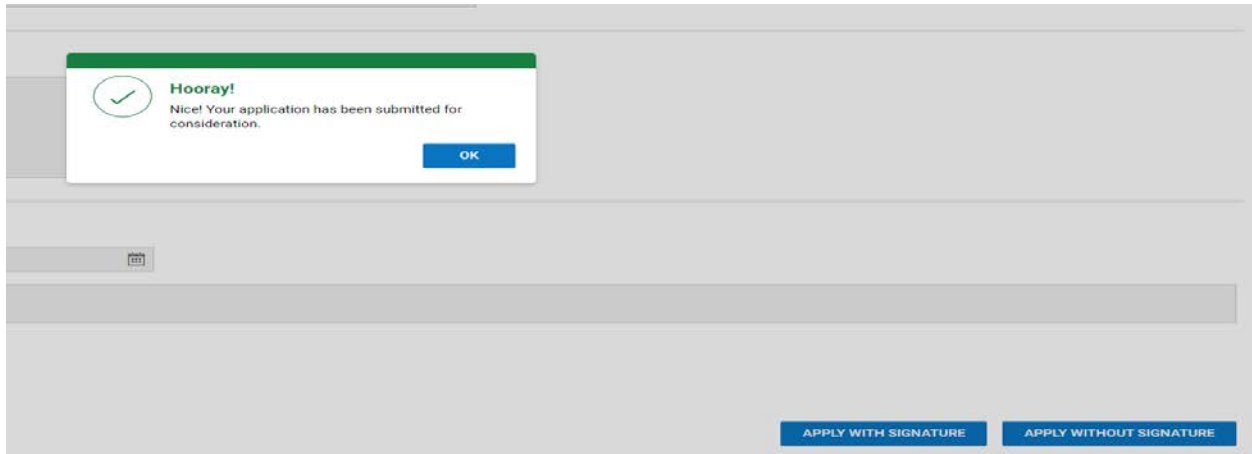


Click Apply with signature:



Enter your password and click I Agree to confirm you have submitted your application for this position.

Once the application is submitted, you cannot make any changes to the information in the application form. However, you may log in and update your contact information if needed.



Congratulations! You have completed the application process and a confirmation email will be sent. We will review your information and contact you regarding further steps in the process.

Follow-up emails will be forwarded throughout the promotional/recruitment process informing you of your status during the process including:

- Examination Notification/Email Qualifications not met
- Examination Results
- Interview Scheduled
- Interview Results (Pass/Did Not Pass)

Any further communication will be through email with a formal letter attached.

If you have any questions or need any additional information, please contact Human Resources via email at: [3CCRECRUIT@3rdcc.org](mailto:3CCRECRUIT@3rdcc.org)

Thank you for your interest in career opportunities at the Third Judicial Circuit of Michigan.