



THE SEVENTH JUDICIAL CIRCUIT OF MICHIGAN

900 SOUTH SAGINAW ST., FLINT, MICHIGAN 48502
810.257.3252

DAVID J. NEWBLATT - CHIEF JUDGE
BARBARA A. MENEAR - COURT ADMINISTRATOR

Honorable Celeste D. Bell
Honorable B. Chris Christenson
Honorable Khary L. Hanible
Honorable Ariana E. Heath
Honorable Elizabeth A. Kelly

Honorable Mark W. Latchana
Honorable Anthony J. McDowell
Honorable David J. Newblatt
Honorable Brian S. Pickell
Honorable Dawn M. Weier

EMPLOYMENT OPPORTUNITY
Genesee County Circuit Court

Judicial Administrative Secretary
Judge (Elect) Mary A. Hood

Judge (Elect) Mary A. Hood is seeking applications for the full-time position of judicial administrative secretary. This is an at-will position, for a Genesee County Circuit Court Judge, assigned to the Family Division. The docket consists of domestic and juvenile filings.

Please send a letter of interest and resume, including education and experience, to courtapps@geneseecountymi.gov. Be sure to include in the subject line “judicial administrative secretary application.”

JUDICIAL ADMINISTRATIVE SECRETARY

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year
Approx. Annual	47,897	50,575	55,760	58,344	60,386
Hourly	23.0273	24.3151	26.8076	28.0501	29.0319

Applications are due no later than Friday, December 6, 2024, 4:00 P.M.

EQUAL-OPPORTUNITY EMPLOYER

Genesee County court employees work in a complex, multicultural work environment that values diversity, equity and inclusion.