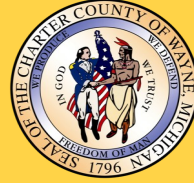




# Wayne County Clerk's Connection Keeping You Informed



**Wayne County Clerk Cathy M. Garrett**

January/February 2022 Edition

## *A Message From Wayne County Clerk Cathy M. Garrett*

While reflecting on the past year and the continued pandemic, I am inspired by the fortitude and work ethic of The Wayne County Clerk's Staff.

COVID-19 remains a health crisis in the State of Michigan, nationally, and globally. With no apparent relief in the immediate future, the Office of the Wayne County Clerk is committed to the health and safety of its staff and customers as we continue to adjust to our new normal. The adaptability of staff and customers is greatly appreciated.

***"The Office of the Wayne County Clerk is working hard to provide service that adequately adheres to social distancing standards, while dealing with a severe staff shortage."***

In 2022, the Wayne County Clerk's Office hopes to increase its staff. There are numerous positions available in Wayne County. This newsletter highlights the Court Clerk position and provides information on how to apply.

***"We are in great need of more Court Clerks, and Wayne County is actively hiring for this role."***

Court Clerks are an essential part of the operations for criminal, civil/family, and juvenile courts in the Third Judicial Circuit Court of Michigan. They helped keep the courts going during the pandemic, and continue to be an integral part of court operations.

Please share the Court Clerk career opportunity with your family and friends. Many people are searching for employment and this is an opportunity to gain a new career that has a direct impact in our community.

Wishing you and your family good health and all the best in 2022!

Yours In Good Government,

*Cathy M. Garrett*

Wayne County Clerk

**Office of the Wayne County Clerk**

**211 Coleman A. Young Municipal Center, Detroit, MI 48226, 313-967-6938 and 313-224-5565**

**[www.waynecounty.com/clerk](http://www.waynecounty.com/clerk)**

# Interested in joining our team?



**The Wayne County Clerk's Office Is Seeking Employees For:**

**Court Clerk 1**

**Clerical Specialist**

**Clerical Specialist Customer Service**

**Apply today with Wayne County!**

**[www.waynecounty.com/departments/phr/job-postings.aspx](http://www.waynecounty.com/departments/phr/job-postings.aspx)**





## POSITIONS AVAILABLE FOR: COURT CLERK 1

GO TO THE WEBSITE FOR A FULL JOB DESCRIPTION AND TO APPLY!

[www.waynecounty.com/departments/phr/job-postings.aspx](http://www.waynecounty.com/departments/phr/job-postings.aspx)

### COURT CLERK 1

Personnel/Human Resources - P/HR

Detroit, MI, USA

\$38,028

Salary

Full Time

Health, Life and Dental Insurance, Vacation, Sick and Personal Leave, Retirement and Deferred Compensation

Email Me Similar Jobs

Email Me This Job

### ELIGIBLE PERSONS

At the time of application and appointment, applicants must have:

- A High School Diploma or equivalent; **AND**
- Five (5) years of full-time paid clerical experience performing the following duties: data entry, processing and reviewing documents, handling public contact inquiries and maintaining files; OR
- Two (2) years of full -time paid clerical experience in a Prosecutor's Office, Corporation Counsel's Office, Clerk's Office, or Court System. Experience may include data entry, typing and preparing summons, pleadings, complaints, or motions and filing and assembling legal documents; **OR**
- Two (2) years of full -time paid clerical experience in a law firm or legal environment. Experience may include data entry, typing and preparing summons, pleadings, complaints, or motions and filing and assembling legal documents.

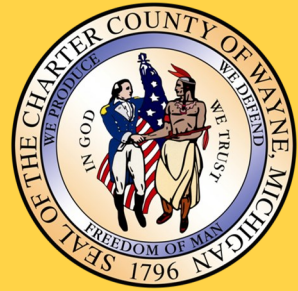
Equivalent part-time experience in a law firm will be assessed and credited at the discretion of the Department of Personnel/Human Resources.

**NOTE:** A Bachelor's Degree may be substituted for one year of the required experienced listed above. Applicants must describe their experience and training in sufficient detail to allow evaluation of their acceptability. All educational documents must be submitted with the original application. Failure to do so will result in a rejection of the application.

### SPECIAL CONDITIONS

Employees will be fingerprinted and must pass a national criminal background check before being placed in this position and periodically thereafter.

# Employee Spotlight



## Frank Murphy Hall of Justice - Criminal Division

Frank Murphy Hall of Justice (FMHJ)



**Liza Jones**

### **Assigned Court Clerk Supervisor**

Liza Jones is a long-time employee of the Wayne County Clerk's Office. In her current role, she supervises and trains approximately 20 court clerks. Her extensive expertise was valuable in providing great insight into the role of a Court Clerk with the Wayne County Clerk's Office.



### **What Do You Like About Working As A Court Clerk?**

"It's interesting. You see a lot of interesting things, and deal with a lot of different people. Most of the judges are extremely nice. You experience something different every day."

### **What Do You Enjoy About Your Work Team?**

"My coworkers are always willing to pitch in and help each other - from management to court clerks. We bend over backwards for each other. I couldn't ask for any better."

### **How Is It To Be Considered An Essential Worker?**

"It's humbling and appreciated. Everybody did their best under unprecedented circumstances. We kept the courthouse going when no one else did. We didn't have the luxury to work from home. Even still, we are here daily."

### **What Skills Have You Gained As A Court Clerk?**

"I gained the ability to remain calm under pressure. Being a Court Clerk hones your skills for multitasking."

### **What Is A Snapshot Into The Day of A Court Clerk?**

- Run and Control Court Dockets
- Set Court Hearings
- Coordinate All Parties For Court Appearances
- Produce and Answer Court Orders
- Maintain Records
- Swear In Juries
- Right Hand Person To Judges

**Liza We Salute You  
and  
Appreciate all of your hard work!  
Thank you for making a  
difference daily as a valued  
member of the Wayne County  
Clerk's Office Frank Murphy Hall  
of Justice Criminal Division Team!**

# Wayne County Civil Court Division

Coleman A. Young Municipal Center

2 Woodward Ave., Detroit, MI 48226



**Kimberly Davis**

**Court Clerk**

Kimberly Davis has worked with Wayne County for 30 years. After approximately four years, she became a Court Clerk. She enjoys her career as a Court Clerk and considers it a very important role in the court system. Kimberly appreciates the knowledge that she's acquired. "I'm always in a state of learning," she said.

Kimberly is assigned to assist various judges. She enjoys the assignment because it allows her to "take pieces from each place to perfect my job; this avoids clerks from becoming complacent by learning different aspects of the job in different court rooms."

She appreciates that the Wayne County Civil Court Division is a collaborative work environment. Kimberly indicated that, "a collaborative effort really makes the whole thing work—from coworkers, to administration to judges."

Civil Court hears cases such as medical malpractice, auto accident/negligence, and breaches of contracts.

Being a Court Clerk is not just a job, it's a career. Kimberly noted that the role of Court Clerk can be a bridge to other opportunities. "It's a great catalyst to get a law degree, become a paralegal, or other opportunities in the legal field."

## **What Do You Enjoy About Your Work Team?**

"I don't feel alone because I always have people that I can bounce things off of." Kimberly keeps in touch with the group that she was hired in with and they continually help each other.

## **How Is It To Be Considered An Essential Worker?**

"I have successfully adjusted to working in-person during the pandemic." Many court proceedings are still held via Zoom, although Court Clerks work in-person. Kimberly appreciates that she was able to learn a new skill of co-hosting Zoom meetings.

## **What Is the Importance of A Court Clerk?**

"Court Clerks have a very important role." Court Clerks are key to the daily operations of the courtroom. "The work relationship between the court clerk and judge is very important. It helps the flow of the courtroom and helps manage the court docket."



**Kimberly You Are Appreciated!**

**Thank you for being a valued staff member of the  
Wayne County Clerk's Office!**

# Wayne County Vitals Division - Suite 201

Coleman A. Young Municipal Center  
2 Woodward Ave., Detroit, MI 48226

**Jamar Phillips**  
Clerk



Jamar Phillips transferred to the Wayne County Clerk's Office in January 2021 after working for Wayne County for 23 years. Jamar's last position with Wayne County was as a bridge operator until the job was privatized.

He is happy to have found a new work home in the Wayne County Clerk's Office, and enjoys developing skills that are unique to the office operations of the Vitals Division. Jamar noted that he re-learned how to research via microfilm. As well, he is working on mastering specialized software skills.

Jamar enjoys the diversity of his workday and working with the public. "I enjoy helping people get what they need to be successful," he said.

The Vitals Division, Suite 201, assists customers with marriage licenses and certificates, birth and death records, assumed names, and notary public oaths.

According to Jamar, some of the highlights of working at the Wayne County Clerk's Office Vitals Division are: "The cohesive work environment with coworkers. The Downtown Riverfront view, and that I get to see another country daily."

**Happy 1 Year Anniversary Jamar with the  
Office of the Wayne County Clerk!**



## Services: Wayne County Vitals Division - Suite 201

**All Services Requiring In-Person Appointments Should Be Made Using the Wayne County Clerk's**

**eScheduler System: [www.waynecounty.com/clerk](http://www.waynecounty.com/clerk)**

**Assumed Names:** Services for Assumed Names are by U.S. Mail only.

**Birth Certificates and Death Certificates:** Birth and death records for all Wayne County cities and townships outside of the City of Detroit. In-person appointments are available by eScheduler or mailed documents are available online at [www.vitalchek.com](http://www.vitalchek.com).

**Marriage Licenses:** Are issued prior to the wedding. An in-person appointment is required. Appointments are available by eScheduler.

**Certified Marriage Certificates:** Official document issued after the wedding. New certificates are available by U.S. Mail and archived certificates are available by mail or online at [www.vitalchek.com](http://www.vitalchek.com).

**Notary Public Oath:** The Oath must be administered in-person. Appointments are available by eScheduler.

**Call 313-967-6938 for Scheduling Assistance or Questions**

# Wayne County Vitals Division - 400 Monroe St. Birth and Death Records and Funeral Services

400 Monroe St. , Suite 605

Detroit, MI 48226



**Lakeem Golden**  
**Department Manager**

Lakeem Golden has been an employee of the Wayne County Clerk's Office for close to 20 years. Her strong work ethic allowed her to work in various positions and eventually become a Department Manager.

Her career with the Office of the Wayne County Clerk's Office has afforded her the opportunity to learn many new skills. Lakeem indicated that, "There are good opportunities to move forward if you are open to doing new things." She is the Department Manager for the Division of the Wayne County Clerk's Office that provides City of Detroit Birth and Death Records.

## **What Is Your Management Style?**

"I pay attention to individuals and what they can do. Knowing what somebody is good at helps the functions of the office flow. Also, I have an open door policy."

## **What Do You Like the Most About Your Job?**

"I like working with people and helping people. No two days are the same. The Wayne County Clerk's Office has good opportunities to move forward if you're open to learning new things."

## **How Has COVID-19 Impacted Your Office Operations?**

"There was a big transition with staff displacement and training new people. Online appointment scheduling has really helped and now there is a designated number to call to assist with scheduling appointments."

## **What Motivates You?**

"I like what I do. I'm grateful that I'm able to do this for as long as I have!"

## **What Advice Would You Give to Customers?**

"It is very important to try to keep your appointments and show up for your correct appointment time. Also, we work hard to accommodate customers and get records out as fast as possible despite a limited staff."



# Wayne County Birth & Death Records

## Schedule Your Appointment: [www.waynecounty.com/clerk](http://www.waynecounty.com/clerk)



400 Monroe St.  
Suite 605  
Detroit, MI 48226

Coleman A. Young Municipal Center  
2 Woodward Ave., Suite 211  
Detroit, MI 48226



### Helpful Tips

- It's important to know: what city the person was born in when seeking a birth certificate, date of birth, and parents name listed on certificate.
- The Wayne County Clerk's Office 400 Monroe St. location only holds records for births and deaths in the City of Detroit.
- Birth records are not public documents and can only be obtained by an individual listed on the birth certificate unless there is a guardianship or probate court order. Documentation must be provided.
- Corrections, and omissions of social security numbers on birth certificates, can be requested by any individual on the certificate and are processed by the State of Michigan.
- Death records are public documents.
- If the person is no longer living, birth and death records can be issued to next of kin with proper documentation.
- Please plan ahead when possible and schedule your appointment in advance.
- If you need assistance with scheduling, call 313-967-6938.

## Funeral Home Division

400 Monroe St., Suite 605  
Detroit, MI 48226

The Office of the Wayne County Clerk's Funeral Home Division never closed throughout the entire pandemic. Staff reported to work as essential workers to assure that death certificates were processed for funeral homes and customers in need of service.

The committed staff endured long hours and a reduced work force due to employee displacements. The leadership team worked hard to develop new processes in an effort to become even more efficient.

The Funeral Home Division has remained accessible and responsive to supplying death certificates to funeral

homes. If a customer has a problem or extreme delay securing death certificates from a funeral home, please contact the Office of the Wayne County Clerk at 313-967-6938 for assistance.

The Funeral Home Division is open from 11 a.m. to 2:00 p.m., Monday through Friday. This allows the staff to process funeral home orders and have them available for timely pickup.

Lakeem Golden, Department Manager for Birth and Death Records and the Funeral Home Division, indicated that "We have a great system and I'm always open to improvements when brought to my attention."

# Need a Birth or Death Record?

## We Are Here to Help!

Birth and death records are available by appointment, mail or ordering online.

### How To Schedule Your Appointment

- Appointments are scheduled online via the Wayne County Clerk's eScheduler system: [www.waynecounty.com/clerk](http://www.waynecounty.com/clerk)
- If your appointment is time sensitive or you require assistance, please call 313-967-6938 or email [ClerkHelp@waynecounty.com](mailto:ClerkHelp@waynecounty.com)

### Mail

- Send written request along with a *copy* of Driver's License or State ID and payment to:

The Office of the Wayne County Clerk  
c/o City of Detroit Birth & Death Records Division  
400 Monroe St, Suite 605\*  
Detroit, MI 48226

or

The Office of the Wayne County Clerk  
c/o Birth and Death Records Division  
2 Woodward Ave., Room 201\*  
Detroit, MI 48226

*\*Mail your request to the 400 Monroe St. address if the birth or death occurred in the City of Detroit. Otherwise, all other requests should be mailed to the 2 Woodward Ave. address.*

### VitalChek

- Third party service used to order birth and death certificates online: [www.vitalchek.com](http://www.vitalchek.com)
- Make sure that you use the correct website
- Spelled: VITALCHEK

### Same Day Service

- Is available for emergencies
- Please call 313-967-6938 for assistance

### Acceptable Forms of Payment

- Money Order and Cashier's check (In-person and by mail)
- Debit/Credit Cards and Cash (In-person only)

### Cost for Birth Certificates

- \$24 for a certified copy
- \$7.00 for additional certified copies of the same record Made payable to Wayne County Clerk by money order, cashier's check, or certified check
- Senior citizens that are at least 65 years of age and are purchasing their own birth certificate, the first certified copy is \$2, and it is \$3 for each additional copy of the same record.
- Cash (In-person only)
- Personal checks are not accepted

### Cost for Death Certificates

- \$24.00 for a certified copy
- \$7.00 for additional certified copies of the same record Made payable to Wayne County Clerk by money order, cashier's check, or certified check
- Cash (In-person only)
- Personal checks are not accepted

### Important Information

- Due to the pandemic, mail processing time currently takes approximately 3-4 weeks.
- In-person appointments are currently the fastest way to obtain your documents.
- If you need a birth certificate for travel, driver's license, business matters, school registrations, etc., please plan accordingly. Thank you.

# The Office of the Wayne County Clerk

## Cathy M. Garrett

### Honors the Community



Self-Help Addiction Rehabilitation, Inc. (SHAR) 50th Jubilee Anniversary Celebration

Joan Gist, Board President of SHAR; Patricia Scott, SHAR Employee; and Dwight C. Vaughter, SHAR Chief Executive Officer



Celebrating Mrs. Melba Crystel (Mclendon) Woodard 's  
100th Birthday



Castle Rouge Civic Association Recognition (CRCA): Carl Baxter, Office of  
the Wayne County Clerk; and Outgoing CRCA President George Etheridge

**If you have a community event that you'd like to share with us  
Please contact Carl Baxter at [cbaxter@waynecounty.com](mailto:cbaxter@waynecounty.com)**

# Marriage Licenses



**Don't Delay! If you have an upcoming wedding, book your appointment today at:**

**[www.waynecounty.com/clerk](http://www.waynecounty.com/clerk)**

You don't have to wait to schedule your appointment!

Please note that the license is only good for 33 days after the time of issue. If you need assistance with a

Time-sensitive Marriage License appointment:

Call 313-967-6938 or

Send a detailed email to: [clerkhelp@waynecounty.com](mailto:clerkhelp@waynecounty.com).

## Wayne County Clerk's Office

### Important Phone Numbers and Email Addresses

|                                                                                              |                                                                                                                                        |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Call Center Information Line                                                                 | 313-967-6938 and 313-224-5565                                                                                                          |
| Main Email Address                                                                           | <a href="mailto:clerkhelp@waynecounty.com">clerkhelp@waynecounty.com</a>                                                               |
| CPL                                                                                          | 313-224-5565<br><a href="mailto:cpl@waynecounty.ccm">cpl@waynecounty.ccm</a>                                                           |
| Elections                                                                                    | 313-224-5525<br><a href="mailto:wcelections@waynecounty.com">wcelections@waynecounty.com</a>                                           |
| Vitals*<br>*CPL, Marriage Licenses, Birth & Death Certificates,<br>Notary, and Assumed Names | 313-967-6938<br><a href="mailto:clerkhelp@waynecounty.com">clerkhelp@waynecounty.com</a>                                               |
| PPO                                                                                          | 313-967-3579<br><a href="mailto:ppo@3rdcc.org">ppo@3rdcc.org</a>                                                                       |
| Civil/Family Court *<br>*Contact for Divorce Decrees                                         | 313-224-5510 / Main<br>313-224-5530 / Divorce Decree<br><a href="mailto:wcrecordroom@waynecounty.com">wcrecordroom@waynecounty.com</a> |
| Lincoln Hall of Justice Juvenile Court                                                       | 313-833-4633<br><a href="mailto:wc-jv-courtserve@3rdcc.org">wc-jv-courtserve@3rdcc.org</a>                                             |
| Frank Murphy Hall of Justice Criminal Court                                                  | 313-224-2503<br><a href="mailto:clerkhelp@waynecounty.com">clerkhelp@waynecounty.com</a>                                               |

#### Office of the Wayne County Clerk

211 Coleman A. Young Municipal Center, Detroit, MI 48226, 313-967-6938 and 313-224-5565

[www.waynecounty.com/clerk](http://www.waynecounty.com/clerk)