



Position Available
Court of Claims Deputy Clerk
Michigan Court of Appeals
Salary Range \$55,144.08 - \$71,681.04

The Michigan Court of Appeals is currently seeking qualified applicants for the position of Deputy Clerk for the Court of Claims. Review and analyze initial pleadings, motions, and briefs for conformity to the court rules and procedural requirements. Work with Judicial offices and litigants to respond to inquiries; assist in scheduling proceedings; draft memoranda and proposed orders for judicial review. Serve as supervisor to office staff. Primary responsibilities include:

- Review and analyze incoming pleadings to ensure adherence to the Michigan Court Rules and the Court's Operating Procedures. Prepare memoranda and proposed orders motions to waive fees and other administrative motions to be submitted to the Judges for decision.
- Review file docketing by docket clerk(s) to ensure accuracy of information, compliance with procedure, and completeness.
- Correspond with attorneys or parties concerning pleadings, scheduling, and Court procedure as required by the circumstances.
- Receive and answer complex inquiries concerning rules, procedures, or forms from Court of Claims Judges, staff, and litigants.
- Operate as business analyst with respect to the Court's case management system to optimize system configuration and automate processes to the extent possible.
- Serve on committees and conduct educational seminars as a representative of the Court.
- Draft and maintain Court operating procedures and policy documents, as needed and as directed by the Chief Judge and Clerk of the Court.
- Create and maintain order, notice, letter, and memo templates used by the Clerk's office to optimize automation of the operation.
- Generate court caseload statistics and ensure all required reporting is made to the State Court Administrator and Legislature.

EDUCATION AND EXPERIENCE: Possession of a Bachelor's Degree or equivalent in business or court administration.

WORK LOCATION: Hall of Justice, Lansing, MI

TO APPLY: Please send your cover letter and resume to jobapps@courts.mi.gov. If you are unable to send applicant materials electronically, cover letter and resume may be mailed to: Judicial Human Resources Department, Attn: Court of Claims Deputy Clerk, P.O. Box 30052, Lansing, MI 48909.

POSTING DEADLINE: JANUARY 23, 2014
AN EQUAL OPPORTUNITY EMPLOYER