



Position Available
Grievance Administrator
Michigan Supreme Court
Salary \$100,871 - \$136,200

The Michigan Supreme Court is looking for qualified applicants to serve as Grievance Administrator for the Attorney Grievance Commission (Commission). The position is appointed by the Michigan Supreme Court, supervised by the Commission, and is responsible for oversight of administrative and legal actions necessary to facilitate the Commission's role.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to:

- Directing the investigative and prosecutorial phases of all disciplinary, disability and reinstatement proceedings involving attorneys subject to the regulatory and disciplinary jurisdiction of the Court.
- Supervising and directing the personnel of the Commission, including supervising the employment and training of attorneys, investigators and staff, assigning work, reviewing and evaluating performance, determining office policy and procedures, responding to employee relations issues, and recommending to the Commission for submission to the Michigan Supreme Court salary and benefit adjustments for Commission employees.
- Monitoring the use of funds and approving all expenditures. Preparing and presenting the annual budget for approval of the Commission and submission to the Michigan Supreme Court.
- Collecting accurate data and preparing reports for the Commission and the Michigan Supreme Court.
- Making presentations to attorneys, judges and the public concerning legal ethics and the attorney disciplinary system.
- Assisting the public in preparing requests for investigation when circumstances warrant.
- Investigating alleged misconduct of attorneys, including serving a request for investigation in his or her name if necessary.
- Prosecuting complaints authorized by the Commission.
- Prosecuting or defending reviews and appeals as authorized by the Commission.
- Exercising the duty of a receiver when duly appointed by a court.
- Acting as a fiduciary and/or co-trustee regarding employee pension and retiree healthcare fund.

EDUCATION AND EXPERIENCE: The job requires a juris doctor degree from an ABA accredited law school and active membership in the State Bar of Michigan. More than seven years of progressively more responsible or expansive work experience is desirable in the fields of professional ethics, discipline, or regulation. Trial and appellate experience or equivalent required. Management experience preferred. Work experience must demonstrate integrity and high moral character.

WORK LOCATION: Detroit, Michigan

TO APPLY: Please send your cover letter and resume in Microsoft Word© or Adobe Acrobat© to jobapps@courts.mi.gov. If you are unable to send applicant materials electronically, cover letters and resumes may be mailed to: Michigan Supreme Court, Human Resources Department, Attn: Grievance Administrator, P.O. Box 30052, Lansing, MI 48909.

POSTING DEADLINE: JUNE 27, 2014

AN EQUAL OPPORTUNITY EMPLOYER