



Position Available

Judicial Assistant

Michigan Court of Appeals

Judge Karen Fort Hood

Salary Range \$41,551.20 - \$53,118.72

The Michigan Court of Appeals is currently seeking qualified applicants for the position of Judicial Assistant to Judge Karen Fort Hood.

The position reports directly to the Judge. Its primary responsibilities include:

A variety of secretarial and administrative activities to assist in the operation of a Judge's office in a confidential and professional manner, including but not limited to: scheduling, processing and coordinating votes for motion docket, ensuring case files are complete, proofing opinions, preparing files for cases, motion dockets, etc. Coordinate case call dates, Court meetings and personal appointments for Judge. Serve as initial contact in Judge's office, answering inquiries or directing callers to appropriate staff and other assigned tasks involved with daily operations.

EDUCATION AND EXPERIENCE:

Five or more years of secretarial experience in a law firm, court, or similar legal assistant experience utilizing knowledge of software and legal research tools utilized in the Court. Associate's degree in legal secretarial or related area preferred.

WORK LOCATION:

Cadillac Place, 3020 West Grand Boulevard, Detroit, MI.

TO APPLY:

An e-mail with a cover letter and resume attached in Word or Adobe Acrobat is the preferred method for receiving your information. Please send your cover letter and resume to jobapps@courts.mi.gov.

If you prefer to mail your cover letter and resume, please send them to:

Human Resources Department
Attn: Peggy Ruiz-Helmic
Michigan Supreme Court
P.O. Box 30052
Lansing, MI 48909

DEADLINE: April 18, 2014, 5:00 p.m.

AN EQUAL OPPORTUNITY EMPLOYER