

PLEASE POST

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THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT

POSITION POSTED: Judicial Law Clerk-Honorable John Murphy
SALARY RANGE: \$45,067.00
DATE POSTED: February 28, 2014-March 7, 2014

ELIGIBILITY: This position is open to anyone who meets the minimum qualifications listed below. This is a non-union at-will appointment. The person selected serves at the pleasure of the appointing judge.

MINIMUM QUALIFICATIONS:

- Law degree from an accredited institution.
- Member of the State Bar in good standing.
- Experience conducting legal research using Westlaw, Lexis, and available legal resources.

DESCRIPTION OF WORK: Under limited supervision of a Judge, researches legal issues and processes routine legal paperwork and correspondence for the Judge's signature.

Responsibilities may include, but are not limited to:

- Researches legal issues in response to motions before the Court.
- Conducts legal research as assigned, drafts summary of findings; drafts proposed legal memoranda, documents, and opinions.
- Provides information to attorney, litigants, and others regarding court procedures.
- Summarizes and compiles various court opinions, compiles and maintains standard jury instructions and other information.
- Remains current with recent changes in the law, court rules, and court procedures.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.

SELECTION:

Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria.

INFORMATION PROVIDED ON APPLICATION FORMS AND SUBSEQUENT VERIFICATION THEREOF WILL BE USED TO DETERMINE APPLICANT'S QUALIFICATIONS FOR THIS POSITION. **INCOMPLETE AND/OR ILLEGIBLE APPLICATIONS WILL NOT BE CONSIDERED. FAXED OR EMAILED APPLICATIONS ARE NOT ACCEPTABLE. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

NOTE: A writing sample must be submitted along with the application.

APPLICATION PROCEDURE AND DEADLINE:

Applications must be received **no later than 4:30 p.m. on the last day of this announcement.** **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED THROUGH THE FOLLOWING WEBSITE www.3rdcc.org.** **A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION. ANY FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.** An official copy of all transcripts/diplomas and professional references must be available at time of interview. **Resumes may be included with the application form, but may not be substituted for it. A writing sample must be attached.** Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

BASED ON THE REQUIREMENTS OF THE POSITION, CANDIDATES CONSIDERED FOR PLACEMENT IN THIS CLASSIFICATION WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****

**Third Judicial Circuit of Michigan
Office of Human Resources**

Classification Code: 0500-005

Date Issued: 08/22/2013

Title: Judicial Law Clerk

SUMMARY:

Under the limited supervision of a Judge, researches legal issues and processes routine legal paperwork and correspondence for the Judge's signature.

ESSENTIAL FUNCTIONS:

1. Researches legal issues in response to motions before the Court.
2. Conducts legal research as assigned, drafts summary of findings; drafts proposed legal memoranda, documents, and opinions.
3. Follows up initial work with additional research after discussion with or at the request of the Judge.
4. Responds to Judge's requests for immediate information and research.
5. Provides information to attorney, litigants, and others regarding court procedures.
6. Develops responses to correspondence for Judge's signature.
7. Summarizes and compiles various court opinions, compiles and maintains standard jury instructions and other information.
8. Remains current with recent changes in the law, court rules, and court procedures.
9. Performs related work including clerical as required.
10. Assists Judge with various administrative duties.
11. Performs other duties as assigned.

QUALIFICATIONS:

- Law degree from an accredited institution.
- Experience conducting legal research using Westlaw, Lexis, and available legal resources.

SKILLS/ABILITIES:

- Excellent legal research, analysis, and writing skills.
- Ability to identify and analyze complex legal issues and draft legal memoranda, position papers, and related documents.
- Ability to interact with various Court agents and personnel and to work on significant projects.
- Ability to manage one's own time and the time of others.

- Efficient and able to produce on deadline.
- Ability to accept constructive direction.

LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:

- Based on the requirements of the position, candidates considered for placement in this classification may be subject to a Criminal Background Investigation.
 - Member of State Bar of Michigan in good standing.
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The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.

NOTES:

8/22/13 Updated for content and format

2/25/14 Updated for content