

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

Classification Code: 0500-005

Date Issued: 02/25/2014

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