

PLEASE POST

PLEASE POST

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

POSITION POSTED: Judicial Law Clerk
SALARY RANGE: \$45,067.00
DATE POSTED: May 13, 2014 - May 27, 2014 (EXTENDED DATE)

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 COVER LETTER, RESUME, WRITING SAMPLE AND LETTERS OF RECOMMENDATION MUST BE SUBMITTED AS ONE ATTACHMENT, 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.** 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 ****