

JOB ANNOUNCEMENT

Berrien County Trial Court - **Law Clerk**
St. Joseph, MI – June 13, 2014 – open until filled

Law Clerk - Full-time position available in Berrien County, Michigan - Salary: \$44,954

Required: Graduation from ABA accredited law school is required. No previous experience in legal research is required.

Desired: Typing ability, computer literacy and experience with legal research programs, such as Westlaw and/or LexisNexis.

Duties: Under the supervision of a judge, researches civil and criminal motions and related legal matters; prepares memoranda regarding the facts of a case and basis of motion; prepares disposition recommendations. Serves as an "at-will" employee.

Notes: A resume, copy of college and law school transcripts and a legal writing sample must be submitted with the application. May be required to complete training and obtain state certification as a certified electronic operator (CEO) to operate courtroom recording equipment and record official court record. Regular, reliable and predictable attendance is required.

BERRIEN COUNTY, MICHIGAN - A great place to live and work. Berrien County is located in the southwest corner of the state. It is bordered on the west by 42 miles of Lake Michigan shoreline and on the south by the State of Indiana. Berrien County has a diversified economic base with its manufacturing, agriculture, tourism, and service industries. With the Lake Michigan resource and 306 inland lakes and rivers, Berrien County is a popular tourism destination, which is enhanced by the unique farm markets that abound within the area. The County's central location (fifty-four percent of U.S. manufacturing and sixty-five percent of Canadian manufacturing are within 500 miles) is serviced by major highways, airports, rail, and commercial ports, which contribute to maintenance of the strong diversification of the economic base.

APPLICATION FOR THIS POSITION CAN BE OBTAINED FROM THE FOLLOWING:

BERRIEN COUNTY WEBSITE: www.berriencounty.org
JOB HOTLINE (269) 983-7111, EXT. 8919

-or-

**PERSONNEL DEPARTMENT, BERRIEN COUNTY ADMINISTRATION BUILDING
701 MAIN STREET, ST. JOSEPH, MICHIGAN 49085
BETWEEN 8:30 A.M. AND 5:00 P.M.**

Equal Opportunity Employer