



CRIMINAL/CIVIL DIVISION
 Honorable Celeste D. Bell
 Honorable Joseph J. Farah
 Honorable Judith A. Fullerton
 Honorable Geoffrey L. Neithercut
 Honorable David J. Newblatt
 Honorable Richard B. Yuille

900 SOUTH SAGINAW ST., FLINT, MICHIGAN 48502
 810-424-4355

RICHARD B. YUILLE - CHIEF JUDGE
 BARBARA A. MENEAR - COURT ADMINISTRATOR

FAMILY DIVISION
 Honorable Duncan M. Beagle
 Honorable F. Kay Behm
 Honorable John A. Gadola
 Honorable Michael J. Theile

The Genesee County Circuit Court is recruiting for the position of:

Judicial Advisory Assistant
Family Division

	1 ST YEAR	2 ND YEAR
Hourly	20.4327	21.6346
Annual	42,500	45,000

Position available after June 8, 2018.

All interested applicants must complete and submit the following required information:

REQUIRED INFORMATION:

Letter of interest, resume, copy of law school transcripts and writing samples

GENERAL STATEMENT OF DUTIES:

Conducts legal research and handles jurors in and out of the courtroom; has day-to-day responsibility for the operation of a digital recording system in the courtroom. Coordinates daily archival and backup procedures with the Court Technology Coordinator. Performs work under the supervision of the circuit judge

MINIMUM QUALIFICATIONS:

Graduation from an accredited law school. Applicants who have taken the bar exam and passed or are awaiting their bar exam results are encouraged to apply.

DEADLINE TO APPLY:

AUGUST 3, 2018, 5:00 P.M.

SEND TO:

HONORABLE MICHAEL J. THEILE
LFraidenburg@co.genesee.mi.us
 900 S. SAGINAW ST. ROOM 501
 FLINT, MI 48502

EEO/AA EMPLOYER

**GENESEE COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE,
RELIGION, COLOR, SEX, AGE, HEIGHT NATIONAL ORIGIN OR
DISABILITY**