



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 <sup>ST</sup> YEAR	2 <sup>ND</sup> 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:**

**JUNE 22, 2018, 5:00 P.M.**

**SEND TO:**

**HONORABLE MICHAEL J. THEILE**  
[LFraidenburg@co.genesee.mi.us](mailto: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**