

# Job Posting

Date: October 17, 2016

**Department:** 48th Circuit Court, Allegan County

Position: Law Clerk/Bailiff, full-time w/benefits

Report to: Assigned Circuit Court Judge

Current starting wage: \$25.14 per hour, with standard benefits

Start Date: Position is open, Start as soon as possible

**Responsibilities Summary:** Conduct legal research relative to court proceedings. Serve as bailiff in the courtroom during jury trials. Maintain law library.

Education: Graduation from an accredited law school.. *Must include transcripts with application, or will not be considered.*

## APPLICATION/RESUME DEADLINE:

**Position open until filled**

Application available at:

<http://cms.allegancounty.org/sites/Office/HR/SitePages/Home.aspx>

Allegan County 48<sup>th</sup> Circuit Court  
Michael J. Day, Court Administrator  
113 Chestnut Street  
Allegan, MI 49010

**Allegan County**  
**48th Circuit Court**  
**Criminal/Civil Division**

**Job Title:** Law Clerk

**Reports to:** Assigned Circuit Court Judge

**Summary**

Conduct legal research relative to court proceedings. Serve as bailiff in the courtroom during jury trials. Maintain law library.

**Principal Duties & Responsibilities:**

1. Conduct legal research for the court including review of pleading and other pertinent information regarding pending motions and prepare analysis of law. Write memoranda of law after thoroughly reviewing all pleadings and briefs and independently researching the legal issues.
2. During jury trials, serve as bailiff. Provide orientation to assembled jurors. Escort jurors to courtroom. Keeping separated from all parties, witnesses and attorneys. Observation and control of impaneled juries.
3. Assist Circuit Court Administrator with maintenance of the Law Library. Shelve all books and print materials. Assist public with use of library.

**Other Duties of the Job:**

Provide backup assistance as needed at Circuit Court public window.

Assist volunteers in the Legal Assistance Center by answering questions posed by patrons.

Assist the District and/or Probate judges with legal research.

*The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by a person in this position.*

**Qualifications:**

**Education:** Graduation from an accredited law school.

*The duties, responsibilities and qualifications above are guidelines for selection purposes; alternative qualifications to be substituted if sufficient to perform the duties of the job.*