

**52-3 DISTRICT COURT
OAKLAND COUNTY MICHIGAN**

POSITION: LAW CLERK (COURT CLERK)

ANNUAL SALARY RANGE: \$35,246 - \$45,018

DESCRIPTION OF WORK

Under direct supervision of a District Court Judge, the Law Clerk assists in District Court proceedings; maintains files; performs legal research; and provides information and assistance to the judge, court personnel, attorneys and the general public. Additionally, the law clerk is responsible for maintaining decorum in the court room and opening and closing court. The candidate must possess strong research and writing skills and have the ability to timely draft written opinions and court rulings as well as assist with clerical work for the judge.

A. Minimum Qualifications

1. A recent graduate from an accredited school of law or current third-year law student able to work full time.
2. Pass the employment medical examination provided by the County of Oakland.

B. Desirable Qualifications

1. Must have strong research and writing skills.
2. Proficient with current computer applications including word processing, spreadsheet and legal research programs.
3. The ability to communicate and work with attorneys, court personnel and the general public.

HOW TO APPLY

Email or fax cover letter, resumes, references and a writing sample to:

Jennifer Przybylo
52/3 District Court
700 Barclay Circle
Rochester Hills, MI 48307
przybyloj@oakgov.com
Fax: 248-537-3619

Deadline: July 27, 2018