10TH Judicial Circuit Court
Law Clerk/Bailiff Position

The 10th Circuit Court, Saginaw, Michigan, has an immediate opening for a Law Clerk position. Please send a cover letter, writing sample, and resume to: Hon. Andre R. Borrello, 111 S. Michigan Avenue, Saginaw, MI 48602. Salary range $39,643 - $49,462, application deadline is 3/24/17. We will accept e-mail at: lbogart@saginawcounty.com. Below is the job description:

10TH Judicial Circuit Court
LAW CLERK/BAILIFF

Job Description

MAJOR PURPOSE: Assists the Judge in researching legal issues and make decisions regarding the cases before the court. Manages the jury and the communications between the Judge, jury, parties, and attorneys. Assists the judge to increase productivity of the Court.

WORKING RELATIONSHIPS AND SUPERVISION OF OTHERS: Working Relationships: Judge, attorneys, Clerk's Office, Jurors, Court Reporters, Court Secretarys, Court of Appeals, Circuit Court Administration, Prosecutor's Office, Department of Corrections, Sheriff Deputies.

Supervision of Others: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Perform complex searches and research areas of law in cases which are taken under advisement. Draft opinions for Judges' approval. Keep the Court in order by opening court, serving as intermediary between the judge, attorneys, parties, jurors, etc. Assist Judge as needed. Research complex motions prior to motion day and draft memos to the Jduge outlining the arguments and law. Manage/Supervise jury throughout the trial including instructing them. Research and draft opinions on appeal cases and motions for reconsideration. Respond to prisoner related matters-varies from simple to complex requests. Maintain Judge's Library.

KNOWLEDGE, SKILLS AND ABILITIES: Juris Doctorate degree from an accredited law school and be licensed to practice law in State of Michigan or must pass bar examination within reasonable time after hire. Knowledge of law, legal terminology, and court procedures. Ability to use personal computer and communicate with people effectively and occasionally deal with irate people. Ability to use tact and diplomacy and understand people from all social/economic and cultural backgrounds. Visual acuity to read, proofread, fill out forms and use VDT. Manual dexterity to use keyboard. Ability to handle stress. Mental capacity to analyze complex data, use sound judgement, manage and schedule time, and make decisions.

PROBLEMS AND CHALLENGES: Researching areas of law that one hasn't been exposed to, dealing with time constraints for drafting memos and opinions.