

PLEASE POST

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THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES
OPEN EXAMINATION ANNOUNCEMENT

POSITION POSTED: Associate Attorney
LOCATION: Third Judicial Circuit Court
SALARY: \$43,102.00
DATE POSTED: January 24, 2014 through January 31, 2014

ELIGIBILITY: This position is open to anyone who meets the minimum qualifications listed below.

MINIMUM QUALIFICATIONS:

- Graduate of an accredited law school.
- Member of State Bar of Michigan in good standing.
- Experience Advocating and presenting matters in court.
- Experience conducting legal research using Westlaw or Lexis.

DESCRIPTION OF WORK:

The Associate Attorney reports to the Supervising Senior Staff Attorney of a department in the Legal Division, Friend of the Court. Under supervision, the Associate Attorney handles domestic relations matters on judge's or specialized dockets. The Associate Attorney is responsible to uphold the Legal Division's overall objective of ensuring that the office's procedures and court's orders are established and enforced according to law and court rules.

Responsibilities may include, but are not limited to:

1. Produce quality and timely work concerning paternity establishment and child support enforcement by conducting show cause and enforcement interviews, resolving bench warrants, advocating for bonds, liens, receiverships, employer contempt, and other enforcement remedies in accordance with state and federal laws and Friend of the Court policy.
2. Prepare and argue motions and recommendations before Friend of the Court, Referees and Third Circuit Court Judges. Screen, review and verify case information, orders, and motions prior to hearings.
3. Serve as Special Assistant Prosecuting Attorney to initiate and conduct paternity, family support and interstate cases.
4. Perform legal research on proposed legislation, court rules, statutes, and court cases for any court departments and the Bench as required.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.

APPLICANTS MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.

NOTE:

Information provided on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable.**

EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX – 75% MIN)

Written Examination	25%
Interview	75%

SELECTION: Applicants will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based upon appropriate job-related criteria. Applicants eligible for an interview will be required to submit a writing sample associated with domestic relations; a minimum of three pages. Applicants who achieve a passing score (minimum score of 75%) on each portion of the examination process shall be placed on the eligibility list according to final scores.

APPLICATION PROCEDURE AND DEADLINE: Applications must be received **no later than 4:30 p.m. on the last day of this announcement. APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED THROUGH THE FOLLOWING WEBSITE www.3rdcc.org. A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION. ANY FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.** An official copy of all transcripts/diplomas must be available at time of interview. **Resumes may be included with the application form, but may not be substituted for the application form.** Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations please call (313) 224-7018.

BASED ON THE REQUIREMENTS OF THE POSITION, CANDIDATES CONSIDERED FOR PLACEMENT IN THIS CLASSIFICATION MAY BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****