



EATON COUNTY  
invites applications for the position of:

## Attorney Judicial Law Clerk

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**SALARY:** \$20.64 - \$26.84 Hourly  
\$42,931.00 - \$55,827.00 Annually

**OPENING DATE:** 04/14/21

**CLOSING DATE:** Posted Until Filled

**GENERAL SUMMARY:**

**-- Position will be posted until filled --**

Full-Time Attorney Judicial Law Clerk at Eaton County Circuit Court. The position is 40 hours per week, 8:00 a.m. to 5:00 p.m. Monday through Friday. Salary Scale Range is \$42,931 to \$55,827 annually. Placement on the scale is based on qualifications.

Duties include performing legal research, drafting memos, acting as bailiff for jury trials and law clerk duties related to the office of Honorable John Maurer. The position is available effective immediately and is approximately for a 12 month period, but may extend beyond that time period.

Position provides health insurance benefits and paid sick leave. See Benefits tab for more information.

### MINIMUM QUALIFICATIONS:

**Must be a law school graduate and have taken the State of Michigan Bar Examination awaiting results.**

Please upload a cover letter, resume, law school transcript and, if convenient, a letter or two of recommendation.

### PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

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Eaton County is an Equal Opportunity Employer  
Eaton County Advises Job Applicants That It Does Not Discriminate On The Basis Of Disabled Status

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.eatoncounty.org>

Position #2021-1-131.07.01.02  
LEGAL RESEARCH CLERK/BAILIFF  
CS

1045 Independence Blvd.  
Charlotte, MI 48813