

54-A DISTRICT COURT

124 W. Michigan Ave., 6th Floor City Hall, Lansing, MI 48933

DISTRICT JUDGES

LOUISE ALDERSON
HUGH B. CLARKE, JR.
STACIA BUCHANAN
CYNTHIA M. WARD



Court Administrator
ANETHIA O. BREWER

Magistrate
LAURA A. MILLMORE

JOB POSTING

Position: COURT OFFICER / LAW CLERK FOR JUDGE CYNTHIA M. WARD
Starting Salary: \$32,357 – \$42,776; increase at 6 months and one year
Benefits: MEDICAL, DENTAL AND LIFE INSURANCE, RETIREMENT BENEFITS

EDUCATION & EXPERIENCE: Law school graduate required, preferably having passed the bar exam.

DUTIES, RESPONSIBILITIES AND SKILLS: Effectively communicate with judges, lawyers, members of other agencies and the public. Manage the Court's docket. Act as mediator for parties having cases scheduled before the judge. Maintain order in the courtroom, remove disruptive or disorderly persons, escort prisoners to and from detention which will require the use of restraints. Serve as the judge's law clerk researching legal issues. Provide services for jurors and sequester them as necessary. Perform clerical duties including using specialized computer software. Provide comparable services to other judges when necessary due to staffing levels. Must be able to work under pressure and exercise independent judgment in accordance with applicable statutes, court rules, court policies and procedures. This is an at-will position.

SHIFT & HOURS OF WORK: Monday through Friday (*typical hours 8am-5pm)

PHYSICAL REQUIREMENTS: This position requires, with or without assistance, walking, standing, sitting, speaking, hearing, listening, lifting and bending, and finger dexterity.

ENVIRONMENTAL CONDITIONS: Two person office; some fluctuation in temperature; limited privacy.

SELECTION PROCESS: If selected for interview, applicants will be required to submit a writing sample, and will be evaluated for required knowledge, skills and abilities. Criminal history, L.E.I.N. and SOS record checks will be conducted, and a signed release required for previous/current employment work records.

TO APPLY: Submit a 54-A District Court Employment Application (www.54adistrictcourt.com), resume including references, letter of interest and proof of J.D. degree to:

Susan Knieling
Deputy Court Administrator
54-A District Court
124 W. Michigan Ave.
Lansing, Michigan 48933

Applications may be submitted by mail, emailed to susan.knieling@lansingmi.gov, or faxed to (517) 483-4478. Applications may not be submitted via the website. Please note that incomplete application submissions will not be considered.

DEADLINE TO APPLY: Open until filled.

The 54-A District Court is an equal opportunity employer and does not discriminate in its policies or practices on the basis of race, religion, color, national origin, gender, sexual orientation, marital status, height, weight, arrest record, or handicap of any individual.

