



THE SEVENTH JUDICIAL CIRCUIT OF MICHIGAN

Honorable Duncan M. Beagle
Honorable F. Kay Behm
Honorable Celeste D. Bell
Honorable Joseph J. Farah
Honorable John A. Gadola

900 SOUTH SAGINAW ST., FLINT, MICHIGAN 48502
810-424-4355

DUNCAN M. BEAGLE - CHIEF JUDGE
BARBARA A. MENEAR - COURT ADMINISTRATOR

Honorable Elizabeth A. Kelly
Honorable Mark W. Latchana
Honorable David J. Newblatt
Honorable Brian S. Pickell
Honorable Michael J. Theile

The Genesee County Circuit Court is recruiting for the position of:

Judicial Advisory Assistant
Criminal/Civil Division

	1 ST YEAR	2 ND YEAR
Hourly	21.0457	22.2836
Annual	43,775	46,350

Position immediately available.

All interested applicants must complete and submit the following required information:

REQUIRED INFORMATION:

Letter of interest, resume, copy of law school transcripts and writing samples.

GENERAL STATEMENT OF DUTIES:

Conducts legal research and handles jurors in and out of the courtroom; has day-to-day responsibility for the operation of a digital recording system in the courtroom. Coordinates daily archival and backup procedures with the Court Technology Coordinator. Performs work under the supervision of the circuit judge assigned to criminal and civil divisions.

MINIMUM QUALIFICATIONS:

Graduation from an accredited law school. Applicants who have taken the bar exam and passed or are awaiting their bar exam results are encouraged to apply.

DEADLINE TO APPLY:

Until position is filled

SEND TO:

HONORABLE MARK W. LATCHANA
LBeldin@co.genesee.mi.us
900 S. SAGINAW ST. ROOM 303
FLINT, MI 48502

EEO/AA EMPLOYER
GENESEE COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE,
RELIGION, COLOR, SEX, AGE, HEIGHT NATIONAL ORIGIN OR
DISABILITY