



Position Available
JUDICIAL ASSISTANT

Justice Bridget McCormack, Michigan Supreme Court

Justice Bridget Mary McCormack seeks qualified Judicial Assistant candidates for her Lansing chambers at the Hall of Justice. The Assistant performs a variety of administrative activities to assist in the operation of a Justice's office in a confidential and professional manner. Essential duties include, but are not limited to, the following:

- Maintain and coordinate appointment calendar, including providing timely responses to invited events;
- Open, process and draft correspondence;
- Organize and maintain electronic files;
- Write, proof, collect and maintain materials for speeches, speech catalog and schedule of speeches;
- Serve as liaison to other Justices' offices and staff of the Court, as well as the public and other agencies;
- Coordinate travel arrangements;
- Coordinate interview process of new law clerks and interns;
- Maintain suite library and libraries of Justice and law clerks.

EDUCATION & EXPERIENCE: Associate's degree. Five or more years of experience working in an administrative support capacity, using office computer and communication systems.

KNOWLEDGE & ABILITY: Candidates must be familiar with office operations, possess knowledge of legal terminology and familiarity with court procedures and communicate effectively with varied audiences. The Assistant must be able to establish and maintain good working relationships and communicate effectively with internal and external constituents, prioritize multiple projects with competing deadlines, manage multiple projects simultaneously, and operate in a fast-paced environment where priorities may be affected by outside influences.

PHYSICAL REQUIREMENTS: Working conditions are normal for an office environment. Occasional in-state travel may be required.

WORK LOCATION: Hall of Justice, Lansing, Michigan.

TO APPLY: Please e-mail your cover letter and resume in Word or Adobe.pdf format to jobapps@courts.mi.gov and include "Judicial Assistant to Justice McCormack" in the subject line. If you are unable to e-mail applicant materials, you may send them to: Judicial Human Resources, Attn: Judicial Assistant to Justice McCormack, P.O. Box 30052, Lansing, MI 48909.

DEADLINE FOR APPLICANT MATERIALS: DECEMBER 19, 2018

AN EQUAL OPPORTUNITY EMPLOYER