



**PLEASE POST**

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

**POSITION POSTED:** Judicial Law Clerk – Honorable Lisa Neilson (Family Domestic)  
**SALARY RANGE:** \$49,150.00  
**DATE POSTED:** April 29, 2021 – May 13, 2021

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**ELIGIBILITY:** This position is open to anyone who meets the minimum qualifications listed below. This is a non-union at-will appointment. The person selected serves at the pleasure of the appointing judge.

**MINIMUM QUALIFICATIONS:**

- Graduate of an accredited law school with a GPA of 3.0 or higher.
- An active member in good standing of the State Bar of Michigan.
- Experience conducting legal research using Westlaw, Lexis, and available legal resources.
- Writing Sample

**DESCRIPTION OF WORK:**

Under limited supervision of a Judge, assists the Judge in making sure the Court room operates efficiently and effectively; processes routine legal paper work and correspondence; reviews, studies and researches laws, court decisions, documents, opinions, briefs, and orders.

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

**SELECTION:** Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria.

**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. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

**NOTE:** A COVER LETTER, RESUME, WRITING SAMPLE, TRANSCRIPTS AND LETTERS OF RECOMMENDATION MAY BE SUBMITTED AS ONE ATTACHMENT, ALONG WITH THE APPLICATION.

**APPLICATION PROCEDURE AND DEADLINE:**

Official application forms 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 FROM THE FOLLOWING WEBSITE [www.3rdcc.org](http://www.3rdcc.org). A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION.** 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 it. 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 because of a disability, please call (313) 224-7018.

**CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE WILL 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 \*\***

**Third Judicial Circuit of Michigan  
Office of Human Resources**

**Classification Code: 0500-0005**

**Date Issued: 06/22/2016**

**Title: JUDICIAL LAW CLERK**

**SUMMARY:**

Under limited supervision of a Judge, assists the Judge in making sure the Court room operates efficiently and effectively; processes routine legal paper work and correspondence; reviews, studies and researches laws, court decisions, documents, opinions, briefs, and orders including civil, family and criminal. Employees in this title are expected to maintain a professional appearance and demeanor.

**ESSENTIAL FUNCTIONS:**

- Researches legal issues in response to motions before the Court.
- Conducts legal research as assigned, drafts summary of findings; drafts proposed legal memoranda, documents, and opinions.
- Reviews complaints, petitions, motions or pleadings that have been filed to determine issues involved or basis for relief.
- Compiles references on laws and decisions necessary for legal determinations.
- Attends court sessions to hear oral arguments or records necessary case information.
- Follows up initial work with additional research after discussion with or at the request of the Judge.
- Responds to Judge's requests for immediate information and research.
- Provides information to attorneys, litigants, and others regarding court procedures.
- Drafts or proofreads legal opinions, decisions, or citations.
- Summarizes and compiles various court opinions, compiles and maintains standard jury instructions and other information.
- Remains current with recent changes in the law, court rules, and court procedures.
- Responds to phone calls and written inquiries from public and attorneys.
- Performs related work, including clerical, as required.
- Assists Judge with various administrative duties.
- Performs other duties as assigned.

**QUALIFICATIONS:**

- Graduate of an accredited law school.
- Member of State Bar of Michigan in good standing.
- Proficient using MS Office Suite and relevant software and systems.
- Experience conducting legal research using Westlaw, Lexis, and available legal resources.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to research complex legal problems or questions and apply legal principals.
- Ability to identify and analyze complex legal issues and draft legal memoranda, position papers, and related documents

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**KNOWLEDGE, SKILLS AND ABILITIES: (continued)**

- Ability to interact with various Court agents and personnel and to work on significant projects.
- Ability to accept constructive direction.
- Excellent legal research, analysis, and writing skills.
- Ability to apply general rules to specific problems to produce positive results.
- Ability to ask and answer questions and to explain Court procedures to internal and external customers in a courteous and professional manner.
- Ability to communicate information and ideas effectively, both verbally and in writing, so that others can understand.
- Ability to deal calmly and effectively in high stress situations.
- Ability to establish and maintain effective working relationships with coworkers, employees, officials and external contacts.
- Ability to maintain a professional rapport in a variety of interview situations.
- Ability to meet and interact with the public and deal courteously and effectively with their questions or problems, seeking assistance when needed.
- Ability to operate office equipment.
- Ability to present statements of fact, laws and arguments clearly and logically, both verbally and in writing including before judges
- Ability to understand and carry out verbal and written instructions and to request clarification when needed.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to legal problems and matters.
- Excellent interpersonal and verbal communications skills for dealing with clients, the Court, and law enforcement authorities.
- Excellent written communication skills for preparing reports and recommendations.
- Skill in managing one's own time, as well as the ability to meet deadlines.
- Thorough knowledge of Court processes and procedures

**WORK ENVIRONMENT:**

- Normally a typical customer service office environment with minimal exposure to excessive noise.
- Employees in this title may encounter individuals who may be under duress.

**PHYSICAL REQUIREMENTS:**

- Sitting at desk for long periods of time to perform job functions.
- Ability to read, write and interpret written documents.
- Use hands to manipulate, handle, feel, and control items or equipment.
- Walk, bend, reach, stand and sit.
- Talk, hear, and communicate with clients, co-workers, and others.

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**Title: JUDICIAL LAW CLERK**

**LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:**

- Candidates considered for placement in this job title will be subject to a criminal background investigation and subsequent fingerprinting every five (5) years.
  - Member of State Bar of Michigan in good standing.
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The above statements describe the general nature and level of work performed by employees assigned to the title. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.

**NOTES:**

08/22/2013 Updated for content and format  
02/25/2014 Updated for content  
06/03/2014 Updated for content  
06/22/2016 Updated Special Requirements  
09/06/2017 Updated for content and format