



JUDICIAL STAFF ATTORNEY

SALARY: \$2,470.01 to \$3,248.53 Bi-Weekly

OPENING DATE: Immediately

CLOSING DATE: Continuous

ANNOUNCEMENT INFORMATION:

DO NOT APPLY ON-LINE: Interested persons must submit a cover letter, resume, references and writing samples to:

Paper copies - Sixth Judicial Circuit Court
Attention: Betsy Hysell
1200 N. Telegraph Road
Pontiac, MI 48341-0404

Electronic copies - hysellb@oakgov.com

JOB SUMMARY:

Under limited direction, assesses and analyzes complex legal issues, advises parties regarding the relative strengths of their respective positions, and participates in negotiations to facilitate the settlement of issues, adjusting strategy as necessary. Performs computerized and manual legal research, writes pre-hearing reports, makes recommendations regarding options for Judicial action, and drafts Opinions and Orders involving complex civil and criminal matters. Assists in coordinating chamber operations and corresponding docket to ensure compliance with statutes, case law, Administrative Orders, Chief Judge directives, and Court Rules. Renders legal advice to Judge regarding changes in and interpretation of civil and criminal statutes, case law and procedures. Acts as liaison between the Court, litigants, attorneys, Special Masters, Court personnel, and the media. Utilizes current county-wide and/or department specific software to complete assignments.

MINIMUM QUALIFICATIONS

Under the Merit Rule 1, employees in this class are excluded from the Merit System for the purpose of the manner of selection, appointment, removal from office or limitation or political activity.

REQUIRED MINIMUM QUALIFICATIONS

1. Be licensed to practice law and maintain membership in good standing with the State Bar of Michigan.

DESIRABLE QUALIFICATIONS

1. Have graduated from an ABA approved law school and passed a State Bar examination.

2. Have at least five years of legal work experience including positions of comparable responsibility with other Courts, as a practicing attorney, as a mediator, arbitrator or facilitator. Other positions may be deemed comparable by the Judge or Circuit Court Administrator.

3. Have working knowledge of civil and criminal procedural law including such areas as constitutional law, commercial litigation, environmental law, federal preemption, class actions, murder, criminal sexual conduct, property, contracts, employment law, insurance law and torts.

4. Prior appellate writing experience preferred.

5. Strong preference for 5+ years civil law experience.

6. Be willing to commit to a minimum of two full years of employment.