



JOB POSTING AND POSITION DESCRIPTION

**Van Buren County Courts Vision Statement:
We will lead and serve together with integrity, vision, and innovative thought.**

POSITION: Law Clerk/Bailiff

POSTING DATE: November 26, 2018

DEPARTMENT: Thirty-Sixth Judicial Circuit Court

POSTING DEADLINE: Until Filled

GRADE RANGE: R26 non-union (step A only) (\$40,911/yr)

FLSA STATUS: Exempt

PURPOSE: This is an at-will position that is performed under the supervision of the Judges and the Trial Court Administrator. The Law Clerk conducts legal research, prepares memoranda, and drafts proposed opinions as directed by the Judges. The Law Clerk also acts as Bailiff for jury trials.

ABILITIES, KNOWLEDGE, AND SKILLS:

- Must possess excellent verbal and written communication skills, and the ability to pay attention to detail.
- Must be able to operate basic office equipment such as PC, keyboard, calculator, printer, multi-line telephone, fax machine, photocopier, scanner, etc.
- Must be proficient in the use of WestlawNext and Microsoft Office programs and possess excellent keyboarding skills.
- Must be able to learn and use industry specific software and all other software applications used in the course of performing all job-related functions.
- Must possess and maintain knowledge of Michigan Court Rules, statutes and case law, and Michigan Rules of Evidence, and be able to keep abreast of all changes in Rules, case law, and statutes.
- Must be able to read and analyze, appraise, and organize court orders, statutes, procedures, guidelines, policies, and court rules.
- Must be able to demonstrate knowledge in researching, citing, synthesizing, and applying law.
- Must be able to exercise sound legal judgment and decisiveness, and effectively prioritize, self-direct, and follow through with assignments.
- Must be able to maintain confidentiality of court records.
- Must be able and willing to stay current with technology changes including the use of new software, hardware, and any related updates.
- Must have demonstrated ability to deal with customers in a courteous and professional manner.
- Must communicate in a professional manner with case parties, attorneys, judges, co-workers, and others.
- Must be able to prioritize and manage the demands of a large number of court cases.
- Must be able and willing to attend trainings for professional development.
- Must be able to perform job responsibilities and provide customer service in a bias-free manner.
- Must be able to maintain a record of orderly, law-abiding citizenship, sobriety, and integrity in accordance with the Model Code of Conduct for Michigan Trial Court Employees.

PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:

Work is performed primarily in an office environment and involve prolonged sitting and standing. Tasks involve the ability to exert light physical effort in sedentary to light work, but may involve some lifting, carrying, pushing, and pulling of objects weighing five to twenty-five pounds.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

1. Conduct legal research and draft proposed opinions, orders, and judgments, reviews legal briefs and other legal documents.
2. Prepare case summaries for motions pending before the court.
3. Analyze factual and legal issues and draft memoranda of law.



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4. Prepare files for hearings and trials.
5. Perform various jury related functions, such as sequestering jurors, relaying messages, and addressing individual juror's needs.
6. Act as sworn bailiff in jury trials and draft jury instructions and verdict forms.
7. Maintain law library publications and accounts, and prepare annual expenditure report.
8. Notify judges and court staff of changes in the law.
9. Perform administrative duties as assigned.
10. Advise court clerks regarding correspondence and court filings.
11. Supervise and direct student interns/externs.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Graduation from an accredited law school, must either be licensed to practice law in the State of Michigan and in good standing of the State Bar of Michigan, have sat for the most recent bar exam, or will sit for the next available bar exam.

SUPERVISION:

This position reports to the Trial Court Administrator and receives day to day direction from the Circuit and Probate Court Judges.

OTHER REQUIREMENTS:

The 36th Judicial Circuit Court is a dynamic Court and candidates for this position must be able to adapt and thrive in a changing environment. Must be able to work with people who are operating in financially and emotionally stressful situations. Must display appropriate decorum and professionalism with both attorneys and in pro se litigants. Must comply with the Michigan Rules of Professional Conduct. Must be able to work independently and also be a contributing team member in Circuit Court.

Employment is dependent on background check, criminal history and fingerprint check and drug screen. Applicant must submit a county employment application form together with a letter of interest and a writing sample.

TERMS OF EMPLOYMENT:

The individual in this position is an at-will employee and serves at the pleasure of the Circuit Court Judges and the Trial Court Administrator. The position is full time requiring 37.5 hours of on-site work per week with possible overtime as needed. The position is for a one-year term that may be extended for a second one-year term (MCL 600.1471).

Send Applications To: Van Buren County Administration Building
219 E. Paw Paw Street, Suite 201
Paw Paw, MI 49079

Applications are available from Human Resources Division
Phone: (269) 657-8253
Website: www.vbco.org/humanresources.asp

Van Buren County Government is An Equal Opportunity Employer