

LAW-RESEARCH CLERK/COURT OFFICER

CIRCUIT-FAMILY-PROBATE COURTS

JACKSON COUNTY MICHIGAN

(Open Until Filled)

POSITION TITLE: Research Clerk/Court Officer

Part-Time (29 Hours per week)

Hire Rate: \$21.05/hr.

DEPARTMENT: Circuit-Family-Probate Court

SUMMARY: Under the supervision of the Circuit Court or Probate Judge, performs legal research and drafts legal memorandum for the Circuit and Probate Court. Reviews motions and drafts orders and opinions as assigned. Performs the functions of a Court Officer, including; maintaining courtroom security, directing parties to proper areas, swearing in of witnesses and jurors, and providing general assistance to the Judge. Manages the jury and the communications between the Judge, jury, parties, and the attorneys. Escorts and provides for the needs and security of the jurors.

QUALIFICATIONS: Must be at least second or third year status law student at an accredited law school. Previous clerking or other legal support experience in a law office or court is preferred.

FILING DEADLINE: Open Until Filled

REQUIRED FORMS: Resume, Cover Letter, Law Transcripts, Writing Sample

CONTACT: Email Resume Packet to:

Cadkins@co.jackson.mi.us or Mail Documents To:

Mr. Charles M. Adkins, Administrator

Circuit-Family-Probate Courts

312 S. Jackson Street

Jackson, MI 49201