



CRIMINAL/CIVIL DIVISION
Honorable Celeste D. Bell
Honorable Joseph J. Farah
Honorable Judith A. Fullerton
Honorable Geoffrey L. Neithercut
Honorable David J. Newblatt
Honorable Richard B. Yuille

900 SOUTH SAGINAW ST., FLINT, MICHIGAN 48502
810-424-4355

RICHARD B. YUILLE - CHIEF JUDGE
BARBARA A. MENEAR - COURT ADMINISTRATOR

FAMILY DIVISION
Honorable Duncan M. Beagle
Honorable F. Kay Behm
Honorable John A. Gadola
Honorable Michael J. Theile

The Genesee County Circuit Court is recruiting for the position of:

Judicial Advisory Assistant
Civil Division and Family Division

	1 ST YEAR	2 ND YEAR
Hourly	\$20.4327	\$21.6346
Annual	\$42,500	\$45,000

Position available after December 31, 2018

All interested applicants must complete and submit the following required information:

REQUIRED INFORMATION:

Letter of interest, resume, copy of law school transcripts and writing samples

GENERAL STATEMENT OF DUTIES:

Conducts legal research and handles jurors in and out of the courtroom; has day-to-day responsibility for the operation of a digital recording system in the courtroom. Coordinates daily archival and backup procedures with the Court Technology Coordinator. Performs work under the supervision of the circuit judge

MINIMUM QUALIFICATIONS:

Graduation from an accredited law school. Applicants who have taken the bar exam and passed or are awaiting their bar exam results are encouraged to apply.

DEADLINE TO APPLY:

December 19th, 2018, 5:00 P.M.

SEND TO:

JUDGE ELECT BRIAN S. PICKELL
MOervis@co.genesee.mi.us
900 S. SAGINAW ST. ROOM 206
FLINT, MI 48502

EEO/AA EMPLOYER

**GENESEE COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE,
RELIGION, COLOR, SEX, AGE, HEIGHT NATIONAL ORIGIN OR
DISABILITY**