



Position Available
LEGAL ASSISTANT
Michigan Court of Appeals, Office of Judge Michael F. Gadola

The Michigan Court of Appeals is currently seeking qualified applicants for the position of Legal Assistant to Judge Michael F. Gadola. The person in this position performs a variety of administrative duties to assist in the operation of the Judge's office in a confidential and professional manner. Primary responsibilities include, but are not limited to, the following:

- Schedule, process, and coordinate votes for motion docket.
- Manage electronic documents and records and ensure case files are complete.
- Proof opinions, preparing files for cases, motion dockets, committee meetings, Court and outside correspondence and administrative matters.
- Coordinate case call dates, Court meetings and personal appointments for Judge.
- Generate original memoranda, correspondence and orders.
- Serve as initial contact in Judge's office, answering inquiries or directing callers to appropriate staff and other assigned tasks involved with daily operations.
- May prepare, review, analyze, proof, and assist with revision of memorandum and proposed opinions before release; verify accuracy of quotations and citations. May conduct research, including electronic research on Court's database, print, or library research.

EDUCATION AND EXPERIENCE: Five or more years of administrative experience in a law firm, court, or similar legal assistant experience utilizing knowledge of software and legal research tools utilized in the Court. Associate's degree in legal secretarial, administrative, paralegal or related area, JD preferred.

Candidates with a JD are encouraged to apply; applicants with a JD will have the opportunity to do legal work and research in addition to the administrative duties.

WORK LOCATION: Hall of Justice, Lansing, Michigan

TO APPLY: Please send your cover letter, resumé, and writing sample (in Word or Adobe Acrobat format) to jobapps@courts.mi.gov. If you are unable to send applicant materials electronically, they may be mailed to: Judicial Human Resources, Michigan Court of Appeals, Attn: Judge Gadola Legal Assistant, P.O. Box 30052, Lansing, MI 48909

APPLICATION DEADLINE: February 28, 2019 (5:00 p.m.)

AN EQUAL OPPORTUNITY EMPLOYER