



Livingston  
County



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## Research Attorney - Howell, MI

📅 12-Jan-2021 to Until Filled (EST)    🏛️ Probate Court    🌐 Howell, MI, USA    💰 \$53,448/ year    📋 Salary    🕒 Full Time

👉 Comprehensive Benefit Package Available - Health, Dental, Vision, Life Insurance, Disability, EAP, Pension, 457, Wellness

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### **About Us:**

We are located in Southeast Michigan and are one of the fastest growing counties in Michigan. Livingston County consists of 16 townships, 2 villages and 2 cities. The county contains a diverse mix of rural agricultural areas, historic downtowns, suburban development, lake-side living and large recreational lands. Home to two metro parks (Kensington and Huron Meadows), 3 state recreation areas (Island Lake, Brighton, and Pinckney), 1 state park (Lakelands Trail), 2 state game areas, 1 wildlife area, 2 Livingston County parks (Lutz and Fillmore), and numerous local parks, Livingston County has an abundance of recreational opportunities. Livingston County offers 163 park acres per 1,000 residents, more than any other county in Southeast Michigan.

### **Position Summary:**

This position is an employee of the Court whose employment and performance is under the supervision Chief Probate Judge Miriam Cavanaugh and performs various professional legal assignments in Circuit and Probate Court matters. Duties include presiding over status conferences, settlement conferences, and other hearings with litigants and attorneys, analyze and research legal issues, prepare legal memoranda, opinions and orders in all areas including civil, criminal, probate, family court, administrative, and/or appellate practice and perform other duties as directed by the assigned judge. The Probate Court Judge has the authority to hire, discipline or discharge this employee.

\*\*\* Please attach education transcripts BEFORE submitting application.\*\*\*

### **Benefits:**

- Hybrid pension plan which includes a Defined Benefit & 401a with an employer match
- Comprehensive Medical, Pharmacy, Dental & Vision
- Optional HSA with an employer match
- Optional Voluntary 457 Deferred Compensation plan
- Short-term & Long-term disability & Basic Life & AD&D insurance
- Health & Dependent Flexible Spending Accounts
- Paid vacation, sick days & 13 Holidays. Unused vacation and sick time rolls over
- Tuition Reimbursement
- Up to \$500 annual Wellness reimbursement\* & \$100 incentive for completing your annual physical & Health Assessment.
- Voluntary benefits such as Pet Insurance, Accident, Critical Illness, Hospital & Whole Life policies
- Employee assistance program
- \*Pro-rated based on DOH

### **Pay Rate Information:**

The Research Attorney position is a non-union position and starting pay is **\$53,448/yr.** This position is eligible for step pay increases within our Non-Union Grade 8 Wage Scale. Top end of the current wage scale for this position is **\$69,482/yr.**

### **Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Analyzes and assesses civil, criminal, probate, and family law cases to identify relevant factual and legal issues based upon applicable law. Develops necessary expertise in, and reaches conclusions for recommended disposition of issues in various cases.
2. Analyzes disputed issues pursuant to applicable law, facts, and subjective interests of the parties. Advises the judge regarding the relative strengths and weaknesses of parties' respective positions making recommendations regarding options for judicial action.

3. Communicates with attorneys and litigants regarding court proceedings.
4. Reviews case files, briefs, cited authority, transcripts, and documentary evidence to determine relevance, reliability and significance for civil, criminal, probate, and/or family court matters.
5. Performs independent computerized and manual legal research. Provides written legal recommendations on motions and evidentiary issues to the judge.
6. Prepares opinions and orders for the disposition of legal matters, and reviews and approves orders for entry.
7. Assists the judge in court during trials, evidentiary hearings, oral arguments of motions, and other matters brought before the Court which require immediate consideration. Assesses challenges to evidence. Listens to testimony, reviews evidence makes recommendations as to disposition and facilitates resolutions where appropriate. Provides legal advice to the judge regarding changes in and interpretation of all statutes, case law, court rules, and procedures.
8. Assists in coordinating chambers operations and dockets, ensuring prompt resolution of disputes, maintaining an appropriate time-line for review of case files, ensuring compliance with statutes, court rules, case law, administrative orders, state mandated guidelines, and directives of the assigned judge. Develops and maintains screening devices pertaining to case flow. Authorizes appropriate extensions based upon review.
9. Assists in administering orders in high profile and/or highly sensitive cases, including limitations on media conduct. Reviews confidential and privileged material subject to protective orders.
10. Acts as liaison between the Court litigants, attorneys, special masters, facilitators, county clerks, other departments and officials, and the media as required by the Judge. Responds to questions and concerns from the public or other agencies and departments.
11. Conducts scheduled court hearing which are not required to be conducted on the record, including status conferences, settlement conferences, and pretrial hearings.
12. Monitors, reads and analyzes new legislation, recent court decisions, and court rule changes in both state and federal jurisdictions.
13. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
14. Performs other duties as directed.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Juris Doctorate Degree and a minimum of one year of professional legal experience as a research or practicing attorney.
- The Court, at its discretion, may consider an alternative combination of formal education and work experience.
- License to practice law in the State of Michigan and a member in good standing with the Michigan Bar Association.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the principles and practices of the Michigan judicial system, rules of evidence, court and administrative rules and procedures, and conducting legal research.
- Considerable knowledge of administrative, civil, criminal, family and/or probate law, criminal and civil justice procedures and processes used in prosecution and adjudication of litigations, trial hearings and administrative procedures, pretrial practices, state licensing or regulatory functions, administrative tribunal procedures, and applicable local, state and federal laws, rules and regulations.
- Considerable knowledge and skill in analyzing and researching statutes and case law, preparing and interpreting legal documents and interpreting evidence.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and applicable court and research software.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

## Apply Now

\* Fields Are Required

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