

THE CIRCUIT COURT

MANISTEE COUNTY COURTHOUSE
415 THIRD STREET
MANISTEE, MICHIGAN 49660
231-723-6664
231-723-1645 (FAX)



BENZIE COUNTY GOVERNMENT CENTER
448 COURT PLACE
BEULAH, MICHIGAN 49617
231-882-9671
1-800-315-3593
231-882-5941 (FAX)

STATE OF MICHIGAN
19TH JUDICIAL CIRCUIT
MANISTEE AND BENZIE COUNTIES

HON. DAVID A. THOMPSON
CIRCUIT JUDGE

TITLE: RESEARCH ATTORNEY/REFEREE
REPORTS TO: 19TH CIRCUIT COURT JUDGE
PAY GRADE: 10
SALARY RANGE: \$51,407.18 - \$66,850.00 with Benefits

Summary:

Under the direct supervision of the Circuit Judge, the Research Attorney / Referee assists the Judge on all matters within the jurisdiction of the Circuit Court. This includes, but is not limited to, assembling, and reviewing Judge's copies, conducting legal research, preparing bench memoranda, and attending Court hearings. It also includes writing proposed opinions and orders as directed by the Circuit Judge. In addition, the Research Attorney / Referee is responsible for ensuring that prisoner litigation is properly addressed.

Aside from the above duties, this position also includes conducting judicial hearings and making recommendations on various Family Division matters, such as child support, visitation, juvenile delinquency and neglect and abuse. This position requires incumbent to periodically be on call 24 hours a day to conduct emergency hearings.

Employment Qualifications:

The applicant must be a graduate of an ABA accredited law school and a member in good standing with the State Bar of Michigan. Must possess strong research and writing skills, including computerized legal research. Law clerk experience and/or membership on law review or law journal, or other proven writing ability is required. Must have experience using Microsoft Suite applications.

Please submit cover letter, resume and writing sample to :
Patricia Heins, 19th Circuit Court Administrator
@c1951pah@manisteecountymi.gov or
415 Third St., Manistee, MI 49660

Applications accepted until position is filled