



THIRD JUDICIAL CIRCUIT OF MICHIGAN  
OFFICE OF HUMAN RESOURCES  
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT

**POSITION POSTED:** Research Law Clerk-Attorney  
**SALARY RANGE:** \$49,150.00  
**DATE POSTED:** January 4, 2019 – January 18, 2019

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**ELIGIBILITY:** This examination is open to anyone who meets the minimum qualifications.

**A PERSON MAY NOT PARTICIPATE IN AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAS EXPIRED SINCE THE LAST EXAMINATION FOR THE TITLE.**

**MINIMUM QUALIFICATIONS:**

- Law degree from an accredited institution.
- Member of the State Bar in good standing.
- Experience conducting legal research using Westlaw, Lexis, and available legal resources.

**DESCRIPTION OF WORK:**

Under limited supervision; processes routine legal paper work and correspondence; reviews, studies and researches laws, court decisions, documents, opinions, briefs, and orders including civil, family and criminal.

Responsibilities may include, but are not limited to:

- Researches legal issues in response to motions before the Court.
- Conducts legal research as assigned, drafts summary of findings; drafts proposed legal memoranda, documents, and opinions.
- Prepares proposed written opinions for the Court for a suggested resolution of motions in a timely manner.
- Summarizes and compiles various court opinions, compiles and maintains standard jury instructions and other information.
- Remains current with recent changes in the law, court rules, and court procedures.

**FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.**

**SELECTION:** Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. Applicants who achieve a passing score on each portion of the examination process shall be placed on the eligibility list.

**NOTE:** Information provided on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

**EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX-70% MIN)**

Evaluation of Training, Experience & Personal Qualifications	P/F (Pass/Fail)
Written Examination	30%
Interview	70%

**APPLICANTS MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.**

**APPLICATION PROCEDURE AND DEADLINE:**

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement.** **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED FROM THE FOLLOWING WEBSITE [www.3rdcc.org](http://www.3rdcc.org). A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION.** An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

**CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.**

**POSTING:** This notice must be posted on all bulletin boards until the filing date has expired.

**Third Judicial Circuit of Michigan  
Office of Human Resources**

**Classification Code: 0500-011**

**Date Issued: 11/10/2014**

**Title: Research Law Clerk-Attorney**

**SUMMARY:**

Under limited supervision; processes routine legal paper work and correspondence; reviews, studies and researches laws, court decisions, documents, opinions, briefs, and orders including civil, family and criminal.

**ESSENTIAL FUNCTIONS:**

1. Researches legal issues in response to motions before the Court.
2. Conducts legal research as assigned, drafts summary of findings; drafts proposed legal memoranda, documents, and opinions.
3. Reviews complaints, petitions, motions or pleadings that have been filed to determine issues involved or basis for relief.
4. Compiles references on laws and decisions necessary for legal determinations.
5. Attends court sessions to hear oral arguments or records necessary case information.
6. Responds to requests for immediate information and research.
7. Provides information to attorneys, litigants, and others regarding court procedures.
8. Drafts or proofreads legal opinions, decisions, or citations.
9. Summarizes and compiles various court opinions, compiles and maintains standard jury instructions and other information.
10. Remains current with recent changes in the law, court rules, and court procedures.
11. Responds to phone calls and written inquiries from public and attorneys.
12. Performs related work, including clerical, as required.
13. Assists with various administrative duties.
14. Performs other duties as assigned.

**QUALIFICATIONS:**

- Law degree from an accredited institution.
- Experience conducting legal research using Westlaw, Lexis, and available legal resources.

**SKILLS/ABILITIES:**

- Ability to communicate clearly and concisely both verbally and in writing.

- Ability to research complex legal problems or questions and apply legal principals.
- Ability to identify and analyze complex legal issues and draft legal memoranda, position papers, and related documents.
- Ability to interact with various Court agents and personnel and to work on significant projects.
- Ability to manage one's own time and the time of others.
- Ability to accept constructive direction.
- Familiarity with Microsoft products and legal research software.

**LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:**

- Based on the requirements of the position, candidates considered for placement in this classification may be subject to a Criminal Background Investigation.
- Member of State Bar of Michigan in good standing.

*The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.*

**NOTES:**

08/22/13	Updated for content and format
02/25/14	Updated for content
06/03/14	Updated for content
11/05/14	Updated for content. Changed description to reflect only Research Law Clerk-Attorney
11/10/14	Updated for content