



Position Available

Supreme Court General Counsel

Michigan Supreme Court

The Michigan Supreme Court is currently seeking qualified applicants for the position of General Counsel. Reporting to the Chief Justice, this is a key leadership position in the Court and provides legal counsel to the Justices of the Michigan Supreme Court, executives and staff of the State Court Administrative Office (SCAO) as well as to Trial Courts. The General Counsel also serves as the Court's executive branch and legislative liaison. Essential duties and responsibilities for this position include, but are not limited to, the following:

- Lead Office of General Counsel, Board of Law Examiners and Public Information staff;
- Advise Court staff in the resolution of sensitive, complex, or precedent-setting situations; determine appropriate course of action; take or assign responsibilities; and monitor actions and responses;
- Communicate with judicial, legislative, and executive branch entities on behalf of the Chief Justice and the Court;
- Lead and direct the Court's external communications efforts;
- Analyze and develop policy initiatives and make recommendations concerning the administration of justice, including monitoring and analyzing legislative proposals and policy developments affecting the Court's ability to accomplish its administrative goals and exercise its legal prerogatives. Inform the Justices on matters related to the administration of justice;
- Monitor legislation affecting the judiciary throughout the state;
- Request and coordinate legal representation of the Attorney General's Office when a court or judge is sued;
- Provide oversight in the promulgation of court rules process;
- Provide general counsel services to the State Court Administrator and SCAO staff. Provide legal advice and perform legal research, analysis, and writing involving the interpretation and implementation of law and administrative policy arising from the management and administration of the trial courts and/or SCAO;
- Provide procedural and substantive assistance to the justices and Court staff in responding to complaints or questions from justices, judges, trial court staff, attorneys, and the public on legal, compliance, or ethical issues;
- Supervise and coordinate the review of contracts, reports, and legal materials;
- Lead and manage staff employing SCAO Human Resources process.

MINIMUM REQUIREMENTS

EDUCATION: Juris Doctor (JD) from an accredited law school.

EXPERIENCE:

- Seven years providing legal service and engaging in litigation personally or managing inside or outside counsel;
- Seven years advising and counseling clients in complicated legal and ethical matters;
- Two years direct management or supervisory experience;
- Experience working in government relations, engaging in the legislative process or court administration preferred.

KNOWLEDGE:

- Government operations (judicial, executive and legislative branches);
- Legislative process;
- Court administration;
- Human Resources laws and regulations;
- Legal research.

ABILITY:

- Communicate effectively with varied audiences in writing and orally;
- Establish and maintain good working relationships and communicate effectively with internal and external constituents;
- Present or train to varied audiences;
- Manage multiple projects with competing deadlines simultaneously;
- Operate in a fast-paced environment where priorities may be affected by outside influences such as legislative or regulatory changes;
- Coach and manage conflicts;
- Exercise exceptional analytical and decision-making skills and sound independent judgment.

LICENSING / PROFESSIONAL CERTIFICATION: Active membership in the State Bar of Michigan.

WORK LOCATION:

Hall of Justice, Lansing, Michigan with occasional travel to various court locations and other sites throughout the state. Working conditions are normal for an office environment.

TO APPLY:

Please send your cover letter and resume in Microsoft Word© or Adobe Acrobat© to jobapps@courts.mi.gov.

Your cover letter should detail how you meet the position's minimum qualifications (education, experience, knowledge, ability, and licensing).

Please include, "MSC General Counsel" in the e-mail subject line. If you are unable to send applicant materials electronically, the information may be mailed to: MSC Human Resources Department, Attn: MSC General Counsel, P.O. Box 30052, Lansing, MI 48909.

POSTING DEADLINE: OPEN UNTIL FILLED

AN EQUAL OPPORTUNITY EMPLOYER