

There is a job vacancy with the **18th JUDICIAL CIRCUIT COURT - BAY COUNTY**

JOB TITLE: **LAW CLERK/BAILIFF**

PAY SCALE: \$57,865.60 per year entry, progressing to
\$69,014.40 per year after 3 years (PC09)

Full-time position with benefits

General Summary:

Under the general supervision of and at the will of a Circuit Court Judge, conducts legal research and drafts memoranda. Serves as bailiff, maintains law books and provides general assistance to a judge.

Principal Duties and Responsibilities:

1. Reviews legal documents, researches applicable law and prior court decisions to obtain information applicable to case under consideration and prepares drafts of opinions for judge.
2. Researches factual and legal issues and drafts legal memoranda which includes conclusions reached as to status of the law.
3. Assists the judge in drafting memoranda based on the facts of a specific case.
4. Maintains law library, including filing new books, updates to law books and reporting services, legal treatises and law journals.
5. Provides general assistance to judge, as directed by the judge.
6. Escorts jurors and sequesters them as necessary. Acts as bailiff during trial and deliberations.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not an exhaustive list of all job duties performed.

Employment Qualifications:

Education: Graduation for an accredited law school.
Experience: At the judge's discretion.

Physical Requirements: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: generally, 10 pounds of force up to one third of the time.

Application Procedure:

Apply online at www.baycounty-mi.gov or in person/via first class mail to the Bay County Personnel and Employee Relations Department, 515 Center Avenue, Suite 301, Bay City, Michigan 48708. Application deadline: **4:00 p.m. Tuesday, May 26, 2015.**

AN EQUAL OPPORTUNITY EMPLOYER

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