MIDLAND COUNTY

LAW CLERK

General Summary

Under the supervision of a Circuit Court Judge, performs legal research and drafts legal memorandum for the Circuit Court. Reviews motions requiring legal research, reviews specified documents and files for statutory compliance, drafts orders, and drafts opinions for the judge. Performs bailiff functions including taking charge of juries.

Essential Functions

1. Researches and examines legal documents, applicable law, and prior court decisions to obtain information applicable to issues and cases pending before the circuit court. Assists in researching and writing opinions.

2. Analyzes, researches and summarizes motions filed in pending cases and recommends appropriate action and preliminary outline for Judge to use in Court. Drafts court opinions to decide pending motions.

3. Researches statutes and court rules for the Judge

4. Analyzes factual and legal issues and drafts legal memoranda which include conclusions reached as to the status of the law.

5. Reviews designated files to ensure compliance with all statutory requirements, including time limits, proper service and other statutory elements.

6. Assists Judge with pro per divorces by reviewing pleadings, asking standard questions regarding divorce, determining if judgement can be entered, and ensuring compliance with statutory requirements.

7. Assists in the processing of petitions for Personal Protection Orders, includes taking pleadings, interviewing the petitioner, and may involve making call to witnesses and/or the respondent. Makes recommendation to Judge and completes forms granting, modifying or terminating PPO's.

8. Maintains the law library by ordering and shelving new and/or updated materials and removing outdated materials.

9. Responds to requests from inmates for documents related to post-conviction proceedings.

10. Performs the duties of Court Bailiff, which includes: [a] Opening the courtroom and ensuring its readiness for Court proceedings; [b] Ensures that participants are present for Court proceedings, announces entrance of judge, completing forms, retrieving materials, and providing other courtroom assistance for the judge; and [c] Sequesters juries as necessary and tends to the needs of jury members.

11. Backs up other Circuit Court staff and performs functions such as answering the telephone, responding to questions regarding the court calendar, setting dates, providing notices, and other general support tasks.

Other Functions

12. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples <u>do not</u> include <u>all</u> of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: Graduation from an accredited law school.

Experience: Primarily on-the-job training, although some related clerking or legal support experience is preferred in law office or court.

Other Requirements: Admission to the State Bar of Michigan or working toward admission.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications <u>should</u> <u>not</u> be viewed as expressing absolute employment or promotional standards, but as <u>general</u> <u>guidelines</u> that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access office files.
Ability to operate computer terminal and perform computer assisted legal research.
Ability to access various locations of the court.

Working Conditions:

Works in office conditions and the courtroom.
Exposure to individuals charged or convicted with criminal offenses.