



## JOB POSTING AND POSITION DESCRIPTION

**Van Buren County Courts Vision Statement:  
We will lead and serve together with integrity, vision, and innovative thought.**

**POSITION:** Staff Attorney

**POSTING DATE:** 11/27/2023

**DEPARTMENT:** 36<sup>th</sup> Judicial Circuit Court (Criminal/Probate)  
open until filled

**POSTING DEADLINE:** Position is

**GRADE RANGE:** R29 Court Association

**FLSA STATUS:** Exempt

**Starting range:** \$59,917.26-\$65,972.21/yr

**HOURS:** Full Time (37.5 hours/week) 8:30 a.m. to 5:00 p.m.

**PURPOSE:** This is an at-will position that is performed under the supervision of the Research Attorney. This position conducts legal research, prepares memoranda, and drafts proposed opinions and orders as directed by the Judges. This position may also act as Bailiff for jury trials, assists in maintaining the County's law library and legal research subscriptions, and prepares legal memoranda for court administrators.

### **MINIMUM QUALIFICATIONS & EXPERIENCE:**

Juris Doctor (JD) from accredited law school. Must be licensed to practice law in the State of Michigan and a member in good standing of the State Bar of Michigan. Experience conducting legal research and preparing and interpreting legal documents. Thorough knowledge of the Michigan judicial system, the Michigan Court Rules, and Rules of Evidence. Considerable knowledge of state civil and criminal law.

### **OTHER REQUIREMENTS:**

Applicant must complete a county application, provide letter of interest, resume, writing sample, and a copy of law school transcript. Employment is dependent on background check, criminal history and fingerprint check and drug screen. May be required to travel to all court locations.

### **VAN BUREN COUNTY DEMOGRAPHICS:**

Van Buren County is in the Southwest corner of Michigan and has 14 miles of shoreline along Lake Michigan. The county is only 130 miles from Chicago and is less than 20 miles from the nearest major city. The county seat is located in Paw Paw, Michigan and is home to the primary courthouse location. The second courthouse is located in the lakeshore community of South Haven, Michigan.

### **ABILITIES, KNOWLEDGE, AND SKILLS:**

- Must possess and maintain thorough knowledge of the Michigan judicial system, the Michigan Court Rules, Rules of Evidence, statutes, and caselaw. Must be able to stay abreast of all changes in rules, caselaw, and statutes.
- Must possess excellent verbal and written communication skills and the ability to pay attention to detail, use good judgment, and establish effective working relationships.
- Must be able to demonstrate knowledge in researching, citing, synthesizing, and applying law. Must be able to effectively analyze, appraise, and organize court filings, caselaw, statutes, procedures, guidelines, policies, and court rules. Must be able to effectively communicate legal opinions orally and in writing.
- Must be able to exercise sound legal judgment and decisiveness, and effectively prioritize, self-direct, and follow through with assignments. Must be able to manage the demands of a large number of court cases.
- Must be able to maintain confidentiality of court records.
- Must be able to operate basic office equipment such as PC, keyboard, calculator, printer, multi-line telephone, fax machine, photocopier, scanner, etc.
- Must be proficient in the use of WestlawNext and Microsoft Office programs and possess excellent keyboarding skills.



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- Must be able to learn and use industry specific software and all other software applications used in the course of performing all job-related functions.
- Must be able and willing to stay current with technology changes including the use of new software, hardware, and any related updates.
- Must communicate in a professional and courteous manner with parties, attorneys, judges, co-workers, and others.
- Must be able and willing to attend training for professional development.
- Must be able to perform job responsibilities and provide customer service in a bias-free manner.
- Must be able to maintain a record of orderly, law-abiding citizenship, sobriety, and integrity in accordance with the Model Code of Conduct for Michigan Trial Court Employees.
- May be assigned to work in any court location, as needed.
- May be required to work flexible hours which could include early mornings or evenings.
- May be assigned to occasionally work from home, as feasible, with reliable internet and personal computer.

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

1. Review court filings, cited authorities, transcripts, and documentary evidence to identify, analyze, and evaluate legal positions taken by litigants in civil and criminal litigation, as assigned.
2. Recommend disposition of matters pending before the Court and provide options for judicial action in light of disputed factual and legal issues and subjective interests of litigants, as assigned.
3. Conduct independent legal research and draft memoranda of law, proposed opinions, orders, and judgments, jury instructions, and verdict forms. Assist in drafting local administrative orders and court policies, as assigned.
4. Keep abreast of legislative, regulatory, and caselaw developments. Provide legal advice to Judges and Court Administrator regarding changes in and interpretation of statutes, caselaw, and court rules.
5. Assist in coordinating chambers operations and dockets, maintaining an appropriate timeline for review of case files, ensuring compliance with statutes, caselaw, court rules, administrative orders, state-mandated procedures, and judicial directives.
6. Act as a liaison between the Court, litigants, attorneys, county clerks, and other departments and officials. Communicate with attorneys and litigants regarding court proceedings.
7. Act as sworn bailiff in jury trials.
8. Maintain law library, subscriptions to print and digital materials, and Westlaw user accounts for County employees. Prepare annual legal research expenditure report.
9. Advise court clerks regarding correspondence and court filings.
10. Perform administrative duties as assigned.

### **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

Work is performed primarily in an office environment and involves prolonged sitting and standing. Tasks involve the ability to exert light physical effort in sedentary to light work, but may involve some lifting, carrying, pushing, and pulling of objects weighing five to twenty-five pounds.

This is a remote/hybrid position, according to personal needs.

### **SUPERVISION:**

This position reports to the Trial Court Administrator and receives day-to-day direction from the Circuit and Probate Court Judges.



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**Send Applications To:** Human Resources  
Van Buren County Administration Building  
219 E. Paw Paw Street, Suite 201  
Paw Paw, MI 49079

Applications are available online at:  
<https://www.vanburencountymi.gov/682/Employment-Opportunities>

**PLEASE INCLUDE:** Cover letter, resume and legal writing sample.

*Van Buren County Government is an Equal Opportunity Employer*