



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

**Law Clerk/Bailiff**  
**Circuit Court - Administrative Division**  
**Starting Salary: K-08 (A) \$53, 227.20**  
**Monday – Friday, 8:00 a.m. - 5:00 p.m.**

**Posting: #076-22**  
**Date posted: 04/14/2022**  
**Deadline: Until filled**

## Summary:

To allow the judge to focus on matters before them by providing a foundation on which they may build their opinions and base their decisions. Allowing the Judges to concentrate on jury trials and evidence, be prepared for Courtroom proceedings, render timely decisions, and ensure that the due process rights of individuals are protected.

## Responsibilities:

- Review, analyze and summarize files for pending hearings, trials, pre-trial conferences, motions, and status conferences.
- Research applicable case law and statutes and prior court decisions to prepare the judge by writing opinions, orders, and legal memoranda.
- Assume complete responsibility for jurors by escorting them to and from the courtroom, monitoring jury breaks, answering questions, acting as a liaison between the judge and jurors, and attending to jurors during the trial and subsequent deliberations or until the court releases them.
- Responsible for keeping track of and securing all evidence admitted during the trial.
- Monitor appeals and all cases under advisement, ensuring that decisions are issued within time guidelines per Michigan statutes and court rules.
- Maintain the courtroom, which includes filling water pitchers, maintaining video equipment, and unlocking and securing all courtroom entrances.
- Perform clerical duties, including retrieving files and scheduling impromptu matters, not on the weekly master schedule.
- Other duties as assigned.

## Qualifications:

**Education:** Must be a graduate of an accredited university and law school.

**Experience:** Must possess extensive knowledge of the Michigan legal system, including regional/federal civil and criminal procedures, and excellent written and verbal communication skills.

## HUMAN RESOURCES DEPARTMENT

201 West Kalamazoo Avenue | 4<sup>th</sup> Floor | Kalamazoo, MI 49007

Phone: 269.383.8998 | [www.kalcounty.com/hrd](http://www.kalcounty.com/hrd)

Must be able to handle a heavy workload, change priorities, meet deadlines, perform legal research using available research tools and legal citations, and as part of the primary judicial support staff, deal with tense/confrontational situations with dignity, professionalism, and confidence.

VETERANS: Please provide your joint services transcript with your application.

**Apply online: <https://www.kalcounty.com/jobs>**

