



## Position Available STAFF ATTORNEY - CONTRACTUAL Judicial Tenure Commission

The Judicial Tenure Commission is looking for qualified candidates for a contractual staff attorney position, to receive and investigate complaints concerning judicial officers; report results and recommend courses of action to commission charged with preserving judicial ethics; and to pursue the course of action chosen by the commission, including through litigation at contested hearings and court proceedings. Essential duties and responsibilities include the following. Other duties may also be assigned:

- Interpret and process complaints concerning judicial officers, to determine whether they credibly allege misconduct (as opposed to error). If appropriate, conduct preliminary investigation by interviewing complainant and complainant's counsel and by reviewing publicly available court records;
- When analysis and preliminary investigation determines the complaint does not credibly allege misconduct, prepare a report for Judicial Tenure Commission that summarizes salient aspects of complaint and recommends summary dismissal;
- When analysis determines the complaint credibly alleges misconduct, prepare a report for Judicial Tenure Commission that summarizes salient aspects of complaint and recommends a course of investigation;
- Pursue approved investigations by all appropriate means, including interviewing witnesses, drafting and submitting subpoenas for records, and reviewing court documents, transcripts, and audio or video of court proceedings;
- As appropriate, conduct written examination of judges under investigation, through questions that fully and fairly explore potential misconduct plus relevant context;
- Summarize completed investigations in reports for Judicial Tenure Commission and recommend appropriate outcome (i.e., dismissal, private letter, or formal public sanction);
- Execute course chosen by Judicial Tenure Commission. If Commission seeks public sanction, prepare formal complaint; prepare for and conduct hearing before special master according to Michigan Court Rules, including examining and cross-examining witnesses and introducing exhibits; prepare appropriate briefs and argue motions; participate in briefing and oral argument before Commission as necessary;
- Respond to public inquiries by phone or in person concerning misconduct and judicial inquiries concerning interpretation of ethical rules;
- Conduct legal research in support of all above duties.

**EDUCATION AND EXPERIENCE:** Juris Doctor from an accredited law school. Active member in the State Bar of Michigan. Minimum of five years of prior litigation experience.

**KNOWLEDGE:** Proficiency in Word, Westlaw Next, Excel and Access; Knowledge of Michigan Court Rules, Michigan Rules of Evidence, and court policies, procedures and case management systems.

**ABILITY:** Must possess proven excellent legal research, collaboration, editing, analysis and critical thinking skills; ability to synthesize information into well-organized and concise end product; excellent communication and interview/investigation skills; ability to effectively obtain evidence and present it in court; highest level of personal integrity; sound independent judgment; ability to evaluate information fairly to determine appropriate action; ability to recognize and set aside personal biases; ability diplomatically to maintain strict confidentiality; ability to establish and maintain positive relations with other state agencies and court personnel, including justices, judges, court supervisors, and court staff; ability to tolerate public pressure and candid internal review of work; demonstrated initiative; ability to multitask and prioritize multiple projects with competing deadlines.

**WORK LOCATION:** Cadillac Place, Detroit, Michigan

**TO APPLY:** Please send cover letters and résumé in Microsoft Word or Adobe PDF format to **Lynn Helland** at [hellandl@courts.mi.gov](mailto:hellandl@courts.mi.gov). For those unable to send applicant materials electronically, please mail applicant materials, in time to meet the deadline, to: **Lynn Helland**, 3034 W Grand Boulevard, Suite 8-450, Detroit, MI 48202.

**POSTING DEADLINE: 5:00 p.m. FRIDAY, OCTOBER 15, 2021**

AN EQUAL OPPORTUNITY EMPLOYER