



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY WITH COUNTY OF SAGINAW

Position: Law Clerk / Bailiff
Department: 10th Circuit Court – Judge Julie A. Gafkay
Status: Full-Time, benefited position
Salary: Starting at \$ 67,681 / annually
Start Date: August 2023
Application Deadline: July 7, 2023

JOB DESCRIPTION:

Under the direction of the Judge, the Law Clerk will be required to perform legal research and analysis to assist the Judge in determining the disposition of matters before the court. Written memoranda, summaries and analysis for use at oral argument will be required. Written reports and recommendations as to disposition of cases may also be required. In addition, the Law Clerk under guidance of the Judge may prepare drafts for decisions, orders, findings of fact, jury instructions, and other legal documents. The Law Clerk may provide technical review of proposed opinions and alert Judge to errors of fact and law. The Law Clerk will provide other professional legal research, analysis, and writing assistance to the Judge as requested. The Law Clerk will communicate and work closely with other court personnel to ensure timely and efficient court operations.

ESSENTIAL JOB FUNCTIONS:

The essential functions of this position include, but are not limited to, the following:

- Performs legal research and analysis to assist the Judge in determining the disposition of matters before the court.
- Examines briefs, case records and legal authorities.
- Writes memoranda and may recommend questions for the Judge's use at oral argument.
- Researches statutes, case law, matters of fact, administrative law decisions and other materials pertaining to the issue or case at hand; digests and analyzes information; and prepares reports and recommendations.
- Confers with the Judge to discuss legal research materials.
- Recommends disposition of cases, and under guidance of the Judge, drafts decisions, opinions, orders, findings of fact and other legal documents for Judge's review and approval.
- As requested, provides technical review of proposed opinions and alerts judges to errors of fact and law.
- Prepares jury instructions for trials. Maintains and updates jury instruction notebooks.
- May serve as a bailiff in the courtroom, maintaining order, enforcing courtroom rules of behavior, and maintaining the integrity of the jury.
- May perform other functions as necessary to ensure proper case flow and timely litigation of cases in the court, working with and communicating with court staff and attorneys appearing before the court.

REQUIRED EDUCATION, TRAINING AND EXPERIENCE:

Juris Doctorate or Bachelor of Law Degree from an accredited law school.

Licenses and Certifications:

Member in good standing with the State Bar of Michigan or willing to actively pursue license within 3 months of employed.

ADDITIONAL REQUIREMENTS AND INFORMATION:

The qualified candidate will have the following knowledge and skills:

- Thorough working knowledge of legal terminology, legal research methods and resources, and the principles and practices of legal writing.
- Computer literacy and knowledge of word processing, computer-based research, and database management applications.
- Ability to become familiar with and comply with the Michigan Code of Judicial Conduct, Michigan Rules of Professional Conduct, and Code of Conduct for Michigan Trial Court Employees.
- Ability to become familiar with and comply with privacy requirements related to the court.
- Excellent verbal and written communication skills.
- Excellent interpersonal and human relations skills.

APPLICATION: Please email a cover letter, writing sample, and resume to:

Jennifer Leek-Booker at jbooker@saginawcounty.com and copy Judge Julie A. Gafkay at jgafkay@saginawcounty.com