



Saginaw County Employment Opportunity

Equal Opportunity Employer

Job Title:	Law Clerk Bailiff [101041]	Department:	Circuit Court-Family Division	Date Posted:	06/15/26
Salary:	Starting at \$75,428.88 annually (Grade: B19)				
Type of Employment:	Regular Full-Time ☒ Regular Part-Time ☐ Part-Time ☐ Temporary/On-call ☐				

General Definition of Work:

Performs intermediate professional work conducting legal research, assisting the judge during trials and serving as bailiff, responding to legal inquiries from the general public, and related work as apparent or assigned. Work is performed under the limited supervision of the assigned supervisor.

Starting at \$75,428.88/annually

Essential Functions:

- Performs legal research and analysis to assist the Judge in determining the disposition of matters before the court; examines legal briefs, case records, and case law; confers with the Judge to discuss legal research materials; drafts memoranda analyzing complex legal issues; drafts written opinions and orders to decide pending motions for the Judge's review and approval; keeps abreast of new legislation, recent appellate decisions, and court rule changes.
- Assists the Judge during trials; assesses evidentiary challenges, makes recommendations regarding legal issues that require immediate disposition,
- Conducts Pre-Trial Conferences on behalf of the Court and assists with conducting settlement conferences.
- Responds to inquiries and concerns from litigants, members of the public, and other departments including the Friend of the Court Office; contacts outside entities to obtain case relevant information. (e.g., Secretary of State, Parole Board, Attorney Grievance Commission, Department of Corrections, Attorney General's Office, other Courts).
- Reviews, evaluates, and composes written responses to inmate correspondence and motions regarding pre-disposition and post-conviction matters independently.
- May perform case management tasks relative to the Judge's docket; maintains list of pending matters taken under advisement by the Judge; transmits quarterly delay in matters submitted report to State Court Administrative Office; develops scheduling orders to facilitate the timely resolution of designated criminal and civil matters; monitors status of cases pending in higher courts and recommends follow-up action on remand as necessary.
- Provides advice and guidance on legal procedures and requirements to other staff; assists with supervision and training of summer interns; reviews case files and proposed orders to ensure compliance with the Judge's rulings, time limits, relevant statutes, and court rules.
- Acts as bailiff in the courtroom; opens the courtroom and ensures its readiness for all proceedings; announces entrance of the Judge; swears in witnesses; enforces courtroom rules of behavior; operates audiovisual and videoconferencing equipment; distributes written jury trial materials to the Judge, court staff, and litigants.
- Serves as liaison between assigned courtroom and other courtrooms during court proceedings; works with transport officers and courtroom deputies to facilitate orderly movement of prisoners during court proceedings.

Minimum Qualifications:

Education:

Juris Doctorate from an accredited law school with coursework in constitutional and family law, contracts, property, criminal, civil, and administrative procedures, or related field.

Experience:

Minimal (less than one year) experience in legal research and writing, including clerkships, internships, clinics, law review, moot court, and/or other legal experience, or equivalent combination of education and experience.

Special Requirements:

- ✓ Licensed attorney in good standing with the State Bar of Michigan or attainment of licensure within six (6) months of hire.

Saginaw County is a drug-free workplace as such individuals must successfully pass a pre-employment drug screen (marijuana is included) and pre-employment physical.