

Cass County Courts



POSITION VACANCY

Cass County Courts
Law & Courts Building

Law Clerk/Bailiff

Wage range: \$44,699-\$58,108 (currently Pay Grade 7, non-union)

NOTE:

This is an informational posting only. If you are interested in being considered for this position, please send your cover letter, resume' and completed county application to Sarah Mathews, Court Administrator, via email: sarahm@cassco.org. Cass County has a drug testing policy, and an offer of employment will not be extended to any candidate who fails the drug test. Background check required.



EMPLOYMENT OPPORTUNITY

Law Clerk/Bailiff – This position is selected by and supervised by the Chief Judge, reporting directly to, and acting under the direct supervision and oversight of the Judges subject to MCR 8.110 (Chief Judge Rule) with administrative oversight by the Circuit/Family/Probate Court Administrator. This position may provide law clerk services to any of the 3 Cass County Judges in Circuit, District, and Probate Courts while working primarily for the Probate and Circuit Court Judges. This position assists the Judges in drafting decisions, documents, opinions, briefs, and orders. Processes routine legal paperwork and correspondence; also reviews, studies, and researches laws and court decisions in civil, criminal, and family law. Ensures the efficient and effective operation of court hearings and jury protocols which includes opening the courtroom, maintaining security, sequestering jurors, and maintaining decorum in the courtroom and surrounding areas. Performs other administrative and supportive duties as directed by the Judges and the Court Administrator. Juris Doctorate from an accredited law school required. Must be licensed to practice law in the state of Michigan or eligible to sit for the next available Bar Exam.

Wage range: \$44,699-\$58,108 (currently Pay Grade 7, non-union).

To apply: : If you are interested in being considered for this position, please send your cover letter, resume' and completed county application to Sarah Mathews, Court Administrator, via email: sarahm@cassco.org. Cass County has a drug testing policy, and an offer of employment will not be extended to any candidate who fails the drug test. Background check required.

Employment application can be obtained at: <https://casscourtsmi.org/wp-content/uploads/2021/10/Employment-Application-2.pdf>

(Works best in a Chrome browser)

**CASS COUNTY COURTS'
JOB DESCRIPTION**

LAW CLERK/BAILIFF

Non-union position

Supervised by: Chief Judge (with administrative oversight by the Court Administrator)

Supervises: None

All Court employees are subject to the Chief Judge Rule, MCR 8.110, including MCR 8.110 (C)(3)(d) which gives the Chief Judge authority and responsibility to supervise the performance of all court personnel, with authority to hire, discipline, or discharge such personnel, with the exception of a judge's secretary and law clerk, if any.

Position Summary:

This position is selected by and supervised by the Chief Judge, reporting directly to, and acting under the direct supervision and oversight of the Judges subject to MCR 8.110 (Chief Judge Rule) with administrative oversight by the Circuit/Family/Probate Court Administrator. This position may provide law clerk services to any of the 3 Cass County Judges in Circuit, District, and Probate Courts while working primarily for the Probate and Circuit Court Judges. This position assists the Judges in drafting decisions, documents, opinions, briefs and orders. Processes routine legal paperwork and correspondence; also reviews, studies, and researches laws and court decisions in civil, criminal, and family law.

Ensures the efficient and effective operation of court hearings and jury protocols which includes opening the courtroom, maintaining security, sequestering jurors, and maintaining decorum in the courtroom and surrounding areas. Performs a variety of functions to provide general assistance to litigants, attorneys and others in front of the Court. Performs other administrative and supportive duties as directed by the Judges and the Court Administrator. Assists other departments as directed by the Judges and the Court Administrator.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Trained on and timely become proficient in navigating and utilizing OnBase EDI System including uploading and indexing functions and timely processing of documents in assigned OnBase queues.
2. Experience with and ability to utilize the Court's information system (Judicial Information Systems [JIS]) to perform job related functions is desired and in the absence of such experience the willingness and ability to gain the necessary knowledge is required.
3. Engage in regular training to maintain current knowledge related to all job functions as well as to develop additional knowledge necessary to carry out job functions.
4. This position's duties and workload are affected by the Case Assignment Local Administrative Order (LAO) and Concurrent Jurisdiction Plan in effect with respect to the different case types

assigned to each Judge, including civil cases, criminal cases, divorces without children, divorces with children, and all domestic relations cases other than divorces such that workload may vary depending upon each Judge's case assignments.

5. Actively communicates with and receives direction from the Judges to provide assistance with management of the dockets and caseloads and running and coordination of Court hearings.
6. Opens the courtroom, checks the lights, heat and equipment to ensure readiness for Court proceedings.
7. Checks in and tracks down parties and attorneys for hearings, notifies the Judge of who is present for hearings, and opens Court by announcing entrance of the Judge.
8. Delivers court files for court proceedings or uses OnBase to pull up court files on the system for the Judge's use during hearings, calls cases into court, directs parties to proper courtroom, provides court schedule information and provides proper legal forms for pro per parties.
9. Maintains order and provides protection for the Judge and others in the courtroom. Removes disruptive or disorderly persons from the courtroom in coordination with security. Maintains decorum in the courtroom and surrounding areas.
10. Researches legal issues in response to motions before the Court.
11. Conducts legal research as assigned, drafts summary of findings; drafts proposed legal memoranda, documents, and opinions.
12. Reviews complaints, petitions, motions or pleadings that have been filed with the Court to determine issues involved or basis for relief.
13. Compiles references on laws and decisions necessary for legal determinations.
14. Attends court sessions to hear oral arguments or records necessary case information.
15. Follows up initial work with additional research after discussion with or at the request of the Judge.
16. Responds to Judge's requests for immediate information and research.
17. Provides information to attorneys, litigants, and others regarding court procedures.
18. Drafts or proofreads legal opinions, decisions, or citations.
19. Summarizes and compiles various court opinions, compiles and maintains standard jury instructions and other information.
20. Remains current with recent changes in the law, court rules, and court procedures.
21. Responds to phone calls and written inquiries from the public and attorneys as assigned by the Judges.
22. Performs related work, including supportive or administrative tasks, as required.
23. Assists with various administrative duties, as assigned by the Judges and the Court Administrator.

24. Performs other duties as assigned by the Judges and Court Administrator.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

1. Juris Doctorate from an accredited law school.
2. Six months of experience as a Law Clerk or equivalent to on-the-job orientation and training preferred.
3. Licensed to practice law in the state of Michigan preferred or eligible to sit for the next available Bar Exam.
4. Demonstrated knowledge of legal research, document production and courtroom presentation, including experience with and understanding of the Rules of Evidence preferred. Ability to conduct legal research by utilizing software packages such as West Law, Lexis or comparable research resources.
5. Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.
6. Demonstrated ability to communicate effectively, verbally and in writing, and the ability to pay attention to detail including the ability to detect errors, determine causes, and make corrections as appropriate.
7. Working knowledge of the State of Michigan court system, procedures, court rules and statutes, specifically related to Circuit/Family/Probate Courts and in the absence of such knowledge a desire, willingness and ability to timely obtain such knowledge.
8. Ability to consistently demonstrate sound ethics and judgment.
9. Demonstrated ability to maintain professional integrity and respect for colleagues, co-workers, parties, attorneys, and the general public and the ability to effectively meet with and interact with the general public.
10. Ability to maintain office confidentiality and handle stressful situations.
11. Skill in prioritizing and completing work assignments.
12. Knowledge of legal terminology, format and standard legal instruments and in the absence of such knowledge a desire, willingness and ability to timely obtain such knowledge.
13. Ability to be impartial and make timely decisions.
14. Ability to type accurately and quickly.
15. Proficiency in English grammar, spelling, punctuation, and simple mathematical functions, such as addition, subtraction, multiplication, and division.
16. Ability to maintain accurate and organized records.

17. Ability to use resources effectively and efficiently.
18. Working knowledge of and ability to use modern office equipment such as computers, telephones, fax machines, scanners, calculators, and computer software, including word processing, spreadsheet, database, financial, and email/world wide web. Proficiency with the use of Microsoft Office tools including Outlook, Word, Excel, and basic skill in PowerPoint is desired.
19. Ability to use recording, photographic, audio and video equipment.
20. Able to and willingly engage in positive customer service.
21. Able to and willingly comply with all Court policies.
22. All Court employees are expected to and shall comply with the Model Code of Conduct for Michigan Trial Court Employees.
23. Court employees, like county employees, are expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the County.
24. Court employees, like county employees, must be physically and mentally able to perform the essential duties of their position without excessive absences.
25. All persons filling Court positions, like county positions, are required to have an ability to read, write, speak and understand the English language as necessary for the position, including the ability to follow written and oral instructions.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The employee is often required to walk, sit or use hands to finger, handle or feel objects, tools or controls. The employee is often required to stand and sit for extended periods of time. The employee is required to manage stress, be it from dealing with people under duress, from the confrontation and negotiation components of the adversarial process or from the demands of decision making. The employee must occasionally lift and/or move light to moderate objects. The noise level in the work environment is typical of a busy office, ranging from quiet to moderate.