Allegan County
48th Circuit Court
Criminal/Civil Division

Job Title: Staff Attorney

Reports to: Chief Circuit Court Judge

Summary

Conduct legal research relative to court proceedings. Serve as bailiff in the courtroom during jury trials. Maintain law library. Train the current law clerk.

Principal Duties & Responsibilities:

1. Conduct legal research for the court including review of pleadings and other pertinent information regarding pending motions and prepare analysis of the law. Write memoranda of law after thoroughly reviewing all pleadings and briefs and independently researching the legal issues.

2. During jury trials, serve as bailiff. Provide orientation to assembled jurors. Escort jurors to courtroom. Keeping jury panels separated from all parties, witnesses and attorneys. Observation and control of impaneled juries.

3. Assist Circuit Court Administrator with maintenance of the Law Library. Distribute all books and print materials. Assist public with use of the law library.

Other Duties of the Job:

Provide backup assistance as needed at the Circuit Court public window.

Assist volunteers in the Legal Assistance Center by answering questions posed by patrons.

Assist the District and/or Probate judges with legal research.

Assists in other areas of the Court as required.

May conduct occasion hearings as an attorney referee at the judge's discretion.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may he performed by a person in this position.

Qualifications:

Education:	Graduation from an accredited law school.
Experience:	One to two years progressively more responsible legal experience.
Certification/Licensure:	Licensed to practice law in the State of Michigan.

The duties, responsibilities and qualifications above are guidelines for selection purposes; alternative qualifications to be substituted if sufficient to perform the duties of the job.