

STATE OF MICHIGAN

Honorable Wanda M. Stokes
Circuit Judge

Mason Courthouse



THIRTIETH JUDICIAL CIRCUIT

October 30, 2020

Re: Judicial Clerkship/Court Officer

Attached is the job posting for the position of judicial law clerk to the Honorable Judge Wanda Stokes of the Ingham County Circuit Court. Attorneys who enjoy research and writing and are interested in further developing their civil litigation skills are encouraged to apply for this position. Candidates who have some experience actively practicing law are preferred.

This judicial clerk position provides the individual with extensive exposure and experience to every facet of civil circuit court litigation, including, but are not limited to, motion practice, discovery issues, jury and bench trials, district court appeals, etc. Furthermore, with this circuit being in Ingham County, the position provides the additional benefit and experience of addressing administrative agency appeals and interfacing with governmental departments and agencies. The judicial clerk serves a critical role in the daily operation and security of the court, and in that capacity, the clerk regularly interacts with experienced attorneys from across the state. Ultimately, this position provides the individual with an unmatched depth of knowledge and experience regarding our legal system that is transferrable to any legal setting and that will lead to greater career opportunities in the future.

The application process is described in the attached posting. We look forward to interviewing with you.



INGHAM COUNTY
invites applications for the position of:

Court Officer/Research Clerk Circuit Court - Mason Location

SALARY: \$26.10 Hourly
\$54,281.32 Annually

DEPARTMENT: 30th Judicial Circuit Court

OPENING DATE: 10/02/20

DESCRIPTION:

General Summary:

Under general supervision of the Circuit Court Judge, researches the law and prepares court opinions, orders, and bench memoranda for the Circuit Court. Also acts as special deputies to the Sheriff's Department providing courtroom security. Duties include guarding and escorting those in custody to, from and during court appearances. The Court Officer/Research Clerk performs numerous other administrative and jury management tasks.

ESSENTIAL FUNCTIONS:

1. **Legal Research and Writing:** Analyze pleadings, research issues, draft opinions, orders, and bench memoranda regarding motions, bench trials, and administrative and lower court appeals for the Ingham County Circuit Court, and appeals from decisions of the State of Michigan Administrative Agencies.
2. **Courtroom Security:** Escort prisoners to and from courtroom and remain with prisoner at all times that an incarcerated individual is present in the courtroom. Provide security for Judge, staff, jury and general public. Duties entail effectuating arrests pursuant to specific arrest powers and CO2/pepper spray. Also conducts courtroom preparation and security checks.
3. **Miscellaneous:** Observe courtroom proceedings necessary for preparation of opinions; correspondence with attorneys or litigants on file maintenance and case management; assist general public with submission of various pleadings including Personal Protection Orders; review of current law and changes thereto; maintain a record of all matters under advisement; maintain and update Opinion bank; preparing, organizing and reviewing daily files for Court proceedings, including reviewing pleadings, determining when to contact attorneys when there are problems; maintain and update law library (including electronic media law library); perform Judicial Assistant duties when necessary; and, assist other courts during the law clerk's absence.
4. **Jury Management:** Duties include preparation of jury room; maintaining jury security; escorting jury to and from courtroom and to lunch when necessary; as well as preserving the integrity of jury deliberation.
5. May perform other duties as assigned by the judge.

Other Functions:

Performs other duties as assigned

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

EMPLOYMENT QUALIFICATIONS:

Educations: Must be a graduate of an accredited school of law.

Experience: Legal experience in court or law firm preferred

REQUIREMENTS AND WORKING CONDITIONS:

Other Requirements:

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)

Physical Requirements:

- Must have the mental capacity to perform mostly mental work associated with this position as would be associated in doing writing and research.
- Must have the physical capacity to guard, escort and control those in custody.
- Must be able to utilize a standard telephone system and computer system.
- Additionally, is required to sequester and escort juries.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

- Works in office conditions

Court Officer/Research Clerk-Circuit Court

March 2017

CTOFFRESCLK-3001

MCF 08

APPLICATIONS MAY BE FILED ONLINE AT:

<http://ingham.org>

5303 S. Cedar St.
Suite 2102
Lansing, MI 48911
517-887-4328

HR@ingham.org

Position #202000046
COURT OFFICER/RESEARCH CLERK CIRCUIT COURT - MASON
LOCATION
KB

Court Officer/Research Clerk Circuit Court - Mason Location Supplemental Questionnaire

- * 1. Are you a graduate of an accredited school of law?
 Yes
 No
- * 2. Do you have legal experience in court or in a law firm?
 Yes
 No
- * 3. Did you attach your Cover Letter and Resume
 Yes
 No
- * 4. Did you submit a writing sample?
 Yes
 No
- * 5. Did you submit your transcripts?
 Yes
 No
- * Required Question