

Judicial Staff Attorney

**GENERAL SUMMARY**

Working under the direction of a Circuit Court Judge, a judicial staff attorney occupies a highly discretionary position requiring utmost degree of trust and confidentiality. This individual is responsible for conducting legal research, drafting opinion, and writing memoranda. A staff attorney acts as a liaison between Circuit Court Judge and those who interact with the Court.

**PRIMARY DUTIES AND RESPONSIBILITIES** (may include but are not limited to the following)

- Conduct legal research.
- Prepare legal memoranda and draft opinions.
- Act as a liaison between the Court and counsel.

**EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

- Law degree from an accredited law school and admission to the state Bar of Michigan.
- Experience in legal research and brief writing is essential as is knowledge of trial court procedures and courtroom etiquette.

**CONDITIONS OF EMPLOYMENT** ( minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

**DISTINGUISHING CHARACTERISTICS**

Work involves evaluating the relevance and importance of theories, concepts, and principles and developing different approaches or tactical plans to fit specific circumstances. Guidelines may exist, but are flexible and open to considerable interpretation requiring independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction, affect others outside of a department and may require the intervention of an agency head to resolve. This job is not part of a series.

### PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- Work is performed in an office environment.
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May be required to lift/move up to 50 pounds (such as a box of paper)

### KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Ability to establish and maintain effective working relationships with the various agencies and representatives of the criminal justice and court systems, as well as with lawyers, litigants, and the public.
- Considerable skill in both verbal and written communications.
- Ability to work independently with little supervision.
- Proficiency in English grammar, spelling, and punctuation.
- Specialized knowledge of legal principles and practices, and court proceedings.
- Skill in operation of modern office equipment such as personal computer, copiers, scanners and telephones, and legal research.
- Proficiency in the use of personal computer software, such as Word, Excel and other programs as needed.
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives with other agencies.
- Ability to explain complex policies and processes in layman's terms.
- Ability to consistently demonstrate sound ethics and judgment.
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job.
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity.
- Ability to accurately organize and maintain paper documents and electronic files.
- Ability to maintain the confidentiality of information and professional boundaries.
- Able to use resources effectively and efficiently.