

54-A DISTRICT COURT

124 W. Michigan Ave., 6th Floor City Hall, Lansing, MI 48933

DISTRICT JUDGES

LOUISE ALDERSON
HUGH B. CLARKE, JR.
STACIA BUCHANAN
CYNTHIA M. WARD



Court Administrator
ANETHIA O. BREWER

Magistrate
LAURA A. MILLMORE

JOB POSTING

Position: COURT OFFICER / LAW CLERK FOR JUDGE WARD
Starting Salary: \$32,357 – \$42,776; increase at 6 months and one year
Benefits: MEDICAL, DENTAL AND LIFE INSURANCE, RETIREMENT BENEFITS

EDUCATION & EXPERIENCE: Law school graduate required, preferably having passed the bar exam.

DUTIES, RESPONSIBILITIES AND SKILLS: Effectively communicate with judges, lawyers, members of other agencies and the public. Manage the Court's docket. Act as mediator for parties having cases scheduled before the judge. Maintain order in the courtroom, remove disruptive or disorderly persons, escort prisoners to and from detention, which will require the use of restraints. Serve as the judge's law clerk researching legal issues. Provide services for jurors and sequester them as necessary. Perform clerical duties including using specialized computer software. Provide comparable services to other judges when necessary due to staffing levels. Must be able to work under pressure and exercise independent judgment in accordance with applicable statutes, court rules, court policies and procedures. This is an at-will position, and serves at the pleasure of the Judge.

SHIFT & HOURS OF WORK: Monday through Friday (*typical hours 8am-5pm)

PHYSICAL REQUIREMENTS: Walking, standing, carrying, bending, lifting, stooping, sitting for considerable periods of time, talking, pulling, pushing, finger dexterity, bend left up to 40 lbs., and perform repetitive hand/arm movements.

ENVIRONMENTAL CONDITIONS: Two person office; some fluctuation in temperature; limited privacy.

SELECTION PROCESS: An interview, questionnaire, writing sample, written and/or typing test may be conducted with all persons referred to evaluate required knowledge, skills and abilities. Criminal history, L.E.I.N. and Secretary of State record checks will be conducted, and a signed release required for previous/current employment work records.

TO APPLY: Submit a 54-A District Court employment application*, cover letter, resume including references, and proof of J.D. degree to:

Attn: Susan Knieling, Deputy Court Administrator
54-A District Court
124 W. Michigan Ave.
Lansing, Michigan 48933

Application forms are available at www.54adistrictcourt.com. Applications must be downloaded and emailed to susan.knieling@lansingmi.gov, mailed to the above address or faxed to (517) 483-4478. **Note: applications received without a resume and cover letter will not be considered.** If you need a disability related accommodation, or have questions about the application process, please contact the 54-A District Court at (517) 483-4443.

DEADLINE TO APPLY: Open until filled.

The 54-A District Court is an equal opportunity employer and does not discriminate in its policies or practices on the basis of race, religion, color, national origin, gender, sexual orientation, marital status, height, weight, or disability of any individual.