

THE CIRCUIT COURT



MANISTEE COUNTY COURTHOUSE
415 THIRD STREET
MANISTEE, MICHIGAN 49660
231-723-6664
231-723-1645 (FAX)

BENZIE COUNTY GOVERNMENT CENTER
448 COURT PLACE
BEULAH, MICHIGAN 49617
231-882-9671
1-800-315-3593
231-882-5941 (FAX)

STATE OF MICHIGAN
19TH JUDICIAL CIRCUIT
MANISTEE AND BENZIE COUNTIES

HON. DAVID A. THOMPSON
CHIEF JUDGE

JOB DESCRIPTION:

Title: Research Attorney/Referee
Department: 19th Judicial Circuit Court Manistee/Benzie County
Reports to: 19th Circuit Court Judge
Pay Grade: TBD

Application Deadline: Open until filled.

Summary:

Under the direct supervision of the Circuit Judge, the Research Attorney / Referee assists the Judge on all matters within the jurisdiction of the Circuit Court. This includes, but is not limited to, assembling and reviewing Judge's copies, conducting legal research, preparing bench memoranda, and attending Court hearings. It also includes writing proposed opinions and orders as directed by the Circuit Judge. In addition, the Research Attorney / Referee is responsible for ensuring that prisoner litigation is properly addressed.

Aside from the above duties, this position also includes conducting judicial hearings and making recommendations on various Family Division matters, such as child support, visitation, juvenile delinquency and neglect and abuse. This position requires incumbent to periodically be on call 24 hours a day to conduct emergency hearings.

Employment Qualifications:

The applicant must be a graduate of an ABA accredited law school and be a member in good standing with the State Bar of Michigan within six months of hire. Must possess strong research and writing skills, including computerized legal research. Law clerk experience and/or membership on law review or law journal is preferred.

Please submit cover letter, resume and writing sample to:

Patricia Heins
19th Circuit Court Administrator
415 Third Street
Manistee, MI 49660
(231) 723-6664