



Position Available
Supreme Court Clerk
State of Michigan Supreme Court
Salary \$99,869 - \$134,843

The Michigan Supreme Court is currently seeking qualified applicants for the position of Supreme Court Clerk. The Clerk is responsible for planning, directing, and coordinating operational activities of the Clerk's Office, Court Crier, Reporter of Decisions, and Board of Law Examiners with the assistance of staff managers. The Clerk shall serve as secretary to the Supreme Court in the performance of all associated duties. Essential duties are as follows, though other duties may be assigned. (Please request a position description for additional requirements):

- Oversee and implement the modernization of Clerk's Office operations, including the conversion to electronic and Internet technology, electronic case filings, and electronic communications with litigants.
- Initiate policies, procedures, and strategic goals which promote efficiency, access and transparency for those served by the Clerk's Office, Court Crier, Reporter of Decisions, and Board of Law Examiners. Proactively problem solve and institute practices as needed to improve the operation of the Court.
- Identify national standards and best practices which could be used to improve the administration of the Court. Identify and make recommendations for new technologies which could benefit court administration.
- Direct personnel administration, including supervision of the employment selection process, management of salary inquiries, evaluation of staff performance, and response and resolution of employee relations issues.
- As Supreme Court secretary, attend weekly conferences of the Justices and record decisions for implementation by case decision or Court rule amendment. Inspect opinions and orders before certification as final decisions of the Court. Conduct draw of cases for assignment.
- Attend administrative conferences and record official Court minutes. Prepare staff reports and draft orders to carry out the decisions of the Court in administrative matters.
- Advise the Court about matters of internal practice. Maintain the Court's internal rules and advise the Court on their interpretation and application.
- Oversee and participate in the review of papers submitted for filing regarding their compliance with the Michigan Court Rules. Oversee and account for the collection of fees. Advise attorneys about flaws in filings. Supervise the opening of new files, the entering of electronic data, and the filing of responsive pleadings.
- Maintain the Roll of Attorneys admitted to practice and their disciplinary status. Manage the filing of orders admitting new attorneys, orders changing names, and orders related to discipline from the Attorney Discipline Board. Certify attorney status on request.
- Respond to judges and others as to whether an attorney can legitimately practice law.
- Respond to letters and pleadings submitted to the Clerk's Office, providing responses such as an explanation regarding a rejection of a filing, an answer to a case status inquiry, or an explanation of the filing rules.
- Serve as Assistant Secretary of the State Board of Law Examiners.
- Speak to school groups, lawyer organizations, and others interested in the operations of the Court.

EDUCATION AND EXPERIENCE: Juris Doctor (JD) from an accredited law school required. More than seven years practicing law, some appellate practice preferred. Active membership in the State Bar of Michigan and possession of a valid Michigan driver's license are required.

LOCATION: This position is located at the Hall of Justice in Lansing, Michigan, though, there will be limited travel to other worksites throughout the state

TO APPLY: Please send your cover letter and resume in either Microsoft Word© or Adobe Acrobat© to jobapps@courts.mi.gov. If you are unable to send applicant materials electronically, cover letters and résumés can be mailed to: MSC Human Resources Dept., Attn: Supreme Court Clerk, P.O. Box 30052, Lansing, MI 48909.

POSTING DEADLINE: FEBRUARY 15, 2013
AN EQUAL OPPORTUNITY EMPLOYER