THE SEVENTH JUDICIAL CIRCUIT OF MICHIGAN

Honorable Celeste D. Bell
Honorable B. Chris Christenson
Honorable John A. Gadola
Honorable Khary L. Hanible
Honorable Ariana E. Heath

900 SOUTH SAGINAW ST., FLINT, MICHIGAN 48502
810-424-4355

DAVID J. NEWBLATT - CHIEF JUDGE
BARBARA A. MENEAR - COURT ADMINISTRATOR

Honorable Elizabeth A. Kelly
Honorable Mark W. Latchana
Honorable David J. Newblatt
Honorable Brian S. Pickell
Honorable Dawn M. Weier

The Genesee County Circuit Court is recruiting for the position of:

Judicial Advisory Assistant (Law Clerk)
Criminal/Civil Dockets

	1ST YEAR	2ND YEAR
Hourly	$23.4157	$24.7168
Annual	$48,705	$51,411

Tentative start date of July 3, 2023
All interested applicants must complete and submit the following required information:

REQUIRED INFORMATION:

Letter of interest, resume, copy of law school transcripts and writing samples.

GENERAL STATEMENT OF DUTIES:

Conducts legal research and handles jurors in and out of the courtroom; has day-to-day responsibility for the operation of a digital recording system in the courtroom. Coordinates daily archival and backup procedures with the Court Technology Coordinator. Performs work under the supervision of the circuit judge assigned to criminal and civil dockets.

MINIMUM QUALIFICATIONS:

Graduation from an accredited law school. Applicants who have taken the bar exam and passed or are awaiting their bar exam results are encouraged to apply.

DEADLINE TO APPLY:

Continuous until position is filled.

SEND TO:

HONORABLE CELESTE D. BELL
syounglove@geneseecountymi.gov
900 S. SAGINAW ST. ROOM 308
FLINT, MI 48502

EEO/AA EMPLOYER
GENESEE COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, HEIGHT NATIONAL ORGIN OR DISABILITY