

**CASS COUNTY
JOB DESCRIPTION**

LAW CLERK/BAILIFF

Supervised by: Chief Judge
Supervises: None

Position Summary:

Under the direct supervision of the Circuit Court Judge, provides general assistance by delivering files, directing people to the proper location, researching case law and drafting legal opinions and documents as directed by the Judges. Also opens the courtroom, maintains security and proper decorum in the courtrooms and surrounding areas, and sequesters jurors.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assists the Judges in preparing the weekly docket, reviews case files, drafts case reports, researches applicable case law and drafts legal opinions or other documents as directed by the Judge.
2. Opens courtroom, checking lights, heat and equipment and ensuring its readiness for court proceedings.
3. Determines that appropriate parties are present, notifies the Judge and opens court by announcing entrance of the Judges.
4. Delivers court files for court proceedings, calls cases into court, directs parties to proper courtroom, provides court schedule information and provides proper legal forms for individuals.
5. Maintains order and ensures protection for the Judge and others in the courtroom.
6. Performs various jury-related functions, such as distributing questionnaires, sequestering jurors, relaying messages and addressing individual juror's needs as needed.
7. Prepares files for hearing and trials, including reading past filings, drafting recommendation, preparing fact summaries and filing proposed exhibits.
8. Maintains and updates the Judicial Law Clerk Handbook.
9. Maintains exhibits during court proceedings.

10. Performs other duties and responsibilities as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Juris Doctorate from an accredited law school.
- Six months of experience as a Law Clerk or equivalent to on-the-job orientation and training.
- Licensed to practice law in the state of Michigan or eligible to sit for the next available Bar Exam.
- Ability to communicate effectively, verbally and in writing, and the ability to pay attention to detail.
- Ability to maintain office confidentiality and handle stressful situations.
- Demonstrated knowledge of legal research and document production.
- Demonstrated ability to deal effectively with the public, maintain professional integrity and respect for colleagues and co-workers.
- Ability to use office equipment such as telephone, fax machine, calculator, and computer software, including word processing, database and electronic mail/Internet/world wide web.
- Ability to use photographic, audio and video equipment.
- Ability to conduct research and utilize specialized software packages such as Law Desk, West Law, Lexis or comparable research resources.
- County employees are expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the County.
- County employees must be physically and mentally able to perform the essential duties of their position without excessive absences.
- In addition to the above requirements, all County positions require the ability to read, write, speak and understand the English language as necessary for the position, including the ability to follow written and oral instructions.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and to use hands to finger, handle, or feel objects, tools or controls. The employee is often required to talk or hear and view written documents. The employee is occasionally required to walk or stand and reach with hands and arms. The employee is required to manage stress, be it from dealing with people under duress, from the confrontation and negotiation components of the adversarial process or from the demands of the courtroom setting. The employee must occasionally lift and/or move objects of light weight. The noise level in the work environment is typical of a courtroom, ranging from quiet to moderate.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Effective Date: _____ Revision History: _____