

**INGHAM COUNTY
JOB DESCRIPTION**

LAW CLERK-PROBATE COURT

General Summary:

Under general supervision of the Probate Court Judge, researches the law and prepares court opinions, orders, and bench memoranda for the Judge. Also acts as special deputies to the Sheriff's Department providing courtroom security. Duties include guarding and escorting those in custody to, from and during court appearances. The Law Clerk performs numerous other administrative and jury management tasks.

Essential Functions:

1. Legal Research and Writing: Analyze pleadings, research issues, draft opinions, orders, and bench memoranda regarding motions, bench trials.
2. Courtroom Security: Assisting in escorting prisoners to and from courtroom and remain with prisoner at all times that an incarcerated individual is present in the courtroom. Provide security for Judge, staff, jury and general public. Duties entail effectuating arrests pursuant to specific arrest powers and CO2/pepper spray, and pressure point training. Also conducts courtroom preparation and security checks.
3. Miscellaneous: Observe courtroom proceedings necessary for preparation of opinions; correspondence with attorneys or litigants on file maintenance and case management; assist general public with preparation and submission of various pleadings including Personal Protection Orders; review of current law and changes thereto; maintain a record of all matters under advisement; maintain and update Opinion bank; preparing, organizing and reviewing daily files for Court proceedings, including reviewing pleadings, determining when to contact attorneys when there are problems; maintain and update law library; perform Judicial Assistant duties when necessary; and, assist other courts during the law clerk's absence.
4. Jury Management: Duties include preparation of jury room; maintaining jury security; escorting jury to and from courtroom and to lunch when necessary; as well as preserving the integrity of jury deliberation.
5. May perform other duties as assigned by the judge.

Other Functions:

- Performs other duties as assigned

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

Employment Qualifications:

Educations: Must be a graduate of an accredited school of law.

Experience: Legal experience in court or law firm preferred.

Other Requirements:

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)

Physical Requirements:

- Must have the mental capacity to perform mostly mental work associated with this position as would be associated in doing writing and research.
- Must have the physical capacity to guard, escort and control those in custody.
- Must be able to utilize a standard telephone system and computer system.
- Additionally, is required to sequester and escort juries.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

- Works in office conditions

**Court Officer/Research Clerk-Probate Court
ADA 11/94
November, 2006
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