



PLEASE POST

THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT

POSITION POSTED: Associate General Counsel - Family Division
SALARY RANGE: \$92,321.00 - \$126,537.00
DATE POSTED: 03/11/2024 - Until Filled

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications.

A PERSON MAY NOT PARTICIPATE IN AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAS EXPIRED SINCE THE LAST EXAMINATION FOR THE TITLE.

MINIMUM QUALIFICATIONS:

- Graduate of an accredited law school. Licensed to practice law in Michigan, the United States District Court for the Eastern District of Michigan, and be eligible to be licensed in such other federal courts as necessary.
- Seven (7) years of practice as an attorney, including concentration on legal research and writing or practice especially in the area of Family Law, equivalent combination of education and work experience may be considered.
- Member of State Bar of Michigan in good standing.
- Experience conducting complex legal research using Westlaw, Lexis or other available resources.
- Prior experience in government service in a legal capacity, preferably working for a court.
- Ability to produce at time of application, a writing sample written solely by the individual for a Judge or Court.
- Proficient using MS Office Suite and relevant software and systems.

DESCRIPTION OF WORK:

Under general direction of the General Counsel for the Third Circuit Court, and the supervision of the Deputy General Counsel, the Associate General Counsel for the Family Division-Domestic and Juvenile engages in the essential functions as detailed below. Employees in this title are expected to maintain a professional appearance and demeanor.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE CAREER SITE PAGE. THE LINK IS LISTED BELOW.

SELECTION: Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria.

NOTE: Information provided on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

SCREENING COMPONENTS AND WEIGHTS (Total 100% MAX-75% MIN)

Evaluation of Training, Experience & Personal Qualifications	Pass/Fail
Interview	100%

APPLICATION PROCEDURE AND DEADLINE:

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement.**

APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM THROUGH THE COURT'S WEBSITE: www.3rdcc.org. The direct link to this site:

<https://secure6.entertimeonline.com/ta/6051784.careers?CareersSearch>

A valid email address is required to apply. Applicant will receive a confirmation after successful submission of the electronic application. An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE WILL BE SUBJECT TO A CRIMINAL AND/OR IV-D BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****