



**PLEASE POST**

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

**POSITION POSTED:** Staff Attorney  
**SALARY RANGE:** \$60,918.00 - \$83,496.00  
**DATE POSTED:** 06/05/2024 – Until Filled

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

**MINIMUM QUALIFICATIONS:**

- Graduate of an accredited law school.
- Member of State Bar of Michigan in good standing.
- Experience conducting legal research using Westlaw, Lexis and available legal resources.
- Experience advocating and presenting matters in court, preferred.
- Experience with domestic law and litigation; and handling domestic relations matters preferred.

**DESCRIPTION OF WORK:**

The Staff Attorney reports to the Assistant Friend(s) of the Court or designee in the Friend of the Court. Under supervision, the Staff Attorney handles domestic relations matters on a judge’s or specialized docket. The Staff Attorney is responsible to uphold the Legal Department’s overall objective of ensuring that the office’s procedures and court’s orders are established and enforced according to law and court rules. 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.

**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](http://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 \*\***