



**Position Available**  
**General Counsel**  
**Michigan Supreme Court**  
**Salary Range: \$133,889.60 - \$180,710.40**

**JOB SUMMARY**

Act as an advisor to the Chief Justice and Justices of the Michigan Supreme Court. Oversee the Office of General Counsel, the offices of Supreme Court Administrative Council and the Board of Law Examiners. Oversee most issues involving interaction with the executive and legislative branches of government at the state level. Supervise contact between the Court and the judiciary committees of the state legislature, as well as with legal counsel for the executive and legislative branches. Provide legal counsel to the state court administrator and staff of the State Court Administrative Office (SCAO). Directly supervise Supreme Court administrative counsel, Board of Law Examiners executive director, and other staff as assigned by the Chief Justice. Serve as the Court's primary liaison to judicial associations. Provide guidance to counsel for Trial Courts on court rules and other legal matters.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Lead Office of General Counsel, which includes the Administrative Counsel, Board of Law Examiners, and other staff as assigned by the Chief Justice, ensuring that MSC policies and practices regarding procurement, budget, external / internal communications, travel, human resources etc. are followed consistently.
- Advise Court staff in the resolution of sensitive, complex, or precedent-setting situations; determine appropriate course of action; take or assign responsibilities; and monitor actions and responses.
- Communicate with judicial, legislative, and executive branch entities on behalf of the Chief Justice and the Court for the purpose of advancing, explaining, or defending the Court's goals and priorities. Oversee development and implementation plans for obtaining the cooperation of legislative and executive branch representatives. Supervise relationships and work with the executive and legislative branches on goals of the Court and on issues affecting the administration of justice.
- Communicate with judicial associations and with state government entities concerning the Court's priorities in the administration of justice. Attend and make presentations on behalf of the Court at various events hosted by the State Bar, judicial associations, national associations, and others. Work with staff of the State Bar on policies and initiatives.
- Supervise the analysis and development of policy initiatives and make recommendations concerning the administration of justice, including monitoring, and analyzing legislative proposals and policy developments affecting the Court's ability to accomplish its administrative goals and exercise its legal prerogatives. Inform the justices on matters related to the administration of justice.
- Supervise all legislative work, including, but not limited to: monitor legislation affecting the judiciary; work in conjunction with Field Services to analyze legislation; review and prioritize legislative work; conduct research and follow up on legislative work; respond to calls from legislators and legislative staff on a variety of issues that may require research of statutes and court rules, and provide information and assistance on areas of mutual concern to the Court and legislature. Supervise and assist in the preparation and presentation of the annual budget to the Legislature and Executive Office. Coordinate and communicate with legislative appropriations staff and members to explain the services and needs of the judiciary.
- Request legal representation of the Attorney General's Office when appropriate. Monitor the progress of litigation involving the judicial branch with the assigned assistant attorney general. In cases involving the Court, assist the assigned assistant attorney general by reviewing pleadings,

providing general guidance to ensure the Court's interests are properly represented, and serving as liaison with the justices' insurance company.

- Provide oversight in the promulgation of court rules process. Assist the Court with the formulation, development, and promulgation of court rules and administrative orders. Supervise the development of staff reports to describe the meaning and impact of new and amended court rules and administrative orders, and recommend appropriate action. Draft administrative orders and other documents as necessary. Assist SCAO and other Court staff in preparing reports for the Court in files that have been assigned to them. When warranted, collaborate with other courts, work groups, organizations, and individuals to develop or refine administrative proposals.
- Provide general counsel services to the state court administrator and SCAO staff. Provide legal advice and perform legal research, analysis, and writing involving the interpretation and implementation of law and administrative policy arising from the management and administration of the trial courts and/or SCAO. Work with state court administrator and other SCAO staff in policy development, court administration, and judicial ethics issues.
- Provide procedural and substantive assistance to the justices and Court staff in responding to complaints or questions from justices, judges, trial court staff, attorneys, and the public on legal, compliance, or ethical issues.
- Supervise and coordinate the review of contracts, reports, and legal materials, including reviewing, commenting on, researching, and drafting or redrafting. Review SCAO written materials prior to their presentation to the justices or distribution to the public. Develop concise Performance Communication Plans (PCP) for direct reports. Meet with direct reports regarding plans at an appropriate frequency and document those meetings where appropriate.

## **MINIMUM REQUIREMENTS**

### **EDUCATION**

Juris Doctor (JD) from an accredited law school.

### **EXPERIENCE**

- Five years advising and counseling clients in complicated legal and ethical matters;
- Two years direct management or supervisory experience.

### **KNOWLEDGE**

- Government operations (judicial, executive and legislative branches);
- Legislative process;
- Court administration;
- General knowledge of employment and contract laws and regulations;
- Legal research.

### **ABILITY**

- Communicate effectively with varied audiences in writing and orally;
- Establish and maintain good working relationships and communicate effectively with internal and external constituents;
- Present or train to varied audiences;
- Manage multiple projects with competing deadlines simultaneously;
- Operate in a fast-paced environment where priorities may be affected by outside influences such as legislative or regulatory changes;
- Coach and manage conflicts;
- Exercise exceptional analytical and decision-making skills with sound independent judgment.

**LICENSING / PROFESSIONAL CERTIFICATION**

Active membership in the State Bar of Michigan.

**PHYSICAL REQUIREMENTS**

Working conditions are normal for an office environment.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**WORK LOCATION:**

Hall of Justice, Lansing, Michigan with occasional travel to various locations throughout the state. Remote work options available in accordance with MSC Remote Work Policy.

**TO APPLY:**

Please send your cover letter and resume in Microsoft Word© or Adobe Acrobat© to [jobapps@courts.mi.gov](mailto:jobapps@courts.mi.gov). Your cover letter should detail how you meet the position's minimum qualifications (education, experience, knowledge, ability, and licensing). Please include, "MSC General Counsel" in the e-mail subject line. If you are unable to send applicant materials electronically, please contact Judicial Human Resources at (517) 373-1147.

**POSTING DEADLINE: OPEN UNTIL FILLED**

*AN EQUAL OPPORTUNITY EMPLOYER*