



Position Available
Research Attorney Specialist
Michigan Supreme Court
Salary \$84,918.96 - \$111,561.84

The Michigan Judicial Institute is looking for qualified applicants for the position of Research Attorney Specialist. Reporting to the Director, the Research Attorney Specialist provides professional development to judicial branch personnel, conduct legal research; and write, update, and edit legal reference publications and other electronic content. Essential duties and responsibilities include, but are not limited to, the following;

- Collect, read, and review recently issued legal authorities for relevance and inclusion in assigned Michigan Judicial Institute (MJl) legal reference publications.
- Organize, draft, and update assigned MJl legal reference publications in response to recently issued legal authority.
- Review, rewrite, and reorganize the original text of assigned MJl legal reference publications; conduct legal research for inclusion of new and expanded discussions; create quick reference materials (i.e. flowcharts, tables, etc.) to accompany substantive text.
- Convene and lead editorial advisory committees comprised of judges, attorneys, professors, and other appropriate government staff; review and respond to editorial advisory committee feedback.
- Learn and maintain knowledge of specialized software applications to produce publications.
- Conduct legal research and respond to inquiries related to assigned legal reference publications from judges, trial court personnel, and other State Court Administrative Office (SCAO) divisions, employees of other state offices, attorneys, and members of the public.
- Facilitate ongoing long-term projects and special projects, such as twice monthly legal summary e-mails.
- Prepare and distribute extensive and complex legal analysis for committee approval and publication on specialized website page.
- Facilitate MJl's externship program by scheduling interviews, selecting candidates, and supervising extern's work. Coordinate assignments for extern with other research attorneys.
- Edit the work of less experienced attorneys and provide assistance and training necessary to develop essential job skills.
- Serve as a faculty member at MJl programs and to groups outside MJl on legal topics. Provide content expertise at select meetings involving judicial branch employees.
- Assist MJl teams with production and distribution of printed materials, and provide content expertise, drafting assistance, proofreading, or editorial assistance.

EDUCATION AND EXPERIENCE: Juris Doctor (JD) from an accredited law school. Three or more years of post-degree experience in legal research and writing. Demonstrated proficiency in MJl Research Attorney position or equivalent experience. Experience working with large, complex documents that include tables of contents, indexes, and/or cross-references.

KNOWLEDGE AND ABILITY: Basic computer skills, exceptional legal writing and legal research skills, excellent interpersonal and communication skills, and expertise in at least one area of substantive Michigan law. Ability to multitask and prioritize multiple projects with competing deadlines; synthesize voluminous amounts of legal information into an organized, concise end-product and analyze complex legal issues; and provide constructive feedback to less experienced attorneys on written work.

PHYSICAL REQUIREMENTS: Required to lift and transport materials, equipment, and supplies weighing up to 45 pounds. Required to travel to various sites throughout Michigan, including overnight travel a minimum of four times a year.

WORK LOCATION: Official work-site location is the Hall of Justice. Remote work may be available in accordance with the MSC/SCAO Remote Work Policy. Required to travel to various sites throughout Michigan, including overnight travel a minimum of four times a year.

TO APPLY: Please email your cover letter and resume in Microsoft Word or Adobe PDF format to jobapps@courts.mi.gov. Please include "Research Attorney Specialist" in the subject line. If you cannot e-mail applicant materials, please contact Judicial Resources (517) 373-1147 for assistance.

APPLICATION DEADLINE

Open Until Filled

Initial review of resumes will begin Friday, January 5, 2024

AN EQUAL OPPORTUNITY EMPLOYER