Position Available

LEGAL ASSISTANT
Michigan Supreme Court, Office of General Counsel
Salary $53,223.12 – $67,964.40

Perform a variety of administrative duties with a high degree of competency and proficiency. Assist in the operation and management of the Office of General Counsel in a confidential, ethical, and professional manner. May perform legal research and writing. Reporting to the Administrative Counsel and Deputy General Counsel, this position is responsible for maintaining records associated with, and helping to facilitate, the Michigan Supreme Court’s appointments and administrative docket process, as well as managing and tracking the Michigan Supreme Court and State Court Administrative Office’s contract review process. The Legal Assistant will support projects pivotal to the success of various court stakeholders, such as the Justices of the Michigan Supreme Court, executives and staff of the State Court Administrative Office, and trial courts.

- Participate in processing, preparing, and proofreading legal documents, memoranda, and correspondence.
- Review legal materials, including but not limited to proposed contracts and requests for data, and ensure compliance with established standards and protocols.
- Proof various documents assuring compliance/consistency with Michigan Supreme Court standards, making necessary nonsubstantive changes and noting possible substantive concerns.
- May prepare, review, analyze, proof, and assist with revision of memorandum and proposed court forms and orders before release; verify accuracy of quotations and citations.
- May conduct research, including electronic research on Court’s database, online, print, or library research.
- Generate original memoranda and correspondence.
- Maintain a comprehensive Michigan Supreme Court appointments database. Track appointments to various boards and commissions to ensure timely facilitation of the appointment process.
- Track and coordinate legal review of all proposed Michigan Supreme Court and State Court Administrative Office contracts.
- Monitor and maintain administrative docket physical and digital records and ensure they are updated as appropriate. Manage on-site records and transfer records to long-term storage for administrative docket.
- Manage digitization of historic administrative docket physical records to maximize usability and convenience for members of the Michigan Supreme Court.
- Prepare files, agendas, and materials for committee meetings, Court, and administrative matters.
- Coordinate Court meetings and appointments for the Deputy General Counsel and Administrative Counsel.
- Serve as initial contact in the Office of General Counsel, answer inquiries or direct to appropriate staff. Interact with Judges using high standard of integrity and professionalism. Secure information as requested on behalf of the General Counsel, Deputy General Counsel, and Administrative Counsel. Arrange conference calls.
- Assist with additional administrative duties to support administrative docket as needed, including processing files and comments, helping facilitate public hearings, posting items to website, and helping prepare conference agendas.
- Maintain a schedule for reporting deadlines and preparing and sending reminders and other necessary correspondence.
- Provide secretarial and administrative assistance to other leadership members in the absence of another assistant.
- Approve time and attendance if needed. Arrange travel for the Office of General Counsel leadership and prepare Travel Expense Vouchers.
EDUCATION AND EXPERIENCE: Associate’s degree in legal secretarial, administrative, paralegal or related area. Three or more years of legal administrative/secretarial experience in a law firm or court. Experience in a fast-paced environment handling multiple projects with strict deadlines. Experience using internal templates, web-based publication and dissemination processes, electronic records management programs, website content management, and other electronic processes preferred. Experience using Sharepoint preferred.

KNOWLEDGE AND ABILITY: Familiarity with Michigan Court Rules, court procedures, and legal terminology. Strong understanding of the English language, grammar, and spelling to effectively edit department documents and prepare correspondence. Advanced computer skills, including document processing software and website content management. Strong interpersonal and communication skills. Multitask and prioritize multiple projects with competing deadlines.

PHYSICAL REQUIREMENTS: Required to lift and transport materials, equipment, and supplies weighing up to 45 pounds.

WORK LOCATION: Hall of Justice; Lansing, Michigan. Remote work may be available in accordance with the MSC/SCAO Remote Work Policy.

TO APPLY: Please send your cover letter, contact information for three professional references, and resume in Microsoft Word or Adobe Acrobat .pdf format to jobapps@courts.mi.gov. Please include “Legal Assistant – Office of General Counsel” in the subject line. If you are unable to send applicant materials electronically, please contact Judicial Resources (517) 373-1147.

POSTING DEADLINE: Open Until Filled
First review of applicants will begin January 17, 2024.

AN EQUAL OPPORTUNITY EMPLOYER