



**Position Available**  
**Michigan Supreme Court**  
**Research Attorney**  
**Salary Range: \$74,980.08 – \$97,843.68**

The Michigan Judicial Institute is currently seeking qualified applicants for the position of Research Attorney. Reporting to the Publications Manager this position provides professional development to judicial branch personnel. The research attorney also conducts legal research and writes, updates, and edits legal reference publications.

- 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, other State Court Administrative Office (SCAO) divisions, employees of other state offices, attorneys, and members of the public.

**EDUCATION:** Juris Doctor (JD) from an accredited law school.

**EXPERIENCE:** One year of post-degree experience in legal research and writing. Experience writing for a legal publication preferred. Experience using desktop publishing software preferred.

**KNOWLEDGE:**

- Basic computer skills;
- Exceptional legal writing and legal research skills;
- Excellent interpersonal and communication skills;
- Familiarity with substantive and procedural Michigan law, preferably in the areas of civil procedure, criminal procedure, traffic, and juvenile delinquency matters.

**ABILITY:**

- Multitask and prioritize multiple projects with competing deadlines;
- Synthesize voluminous amounts of legal information into an organized, concise end-product and analyze legal issues.

**WORK LOCATION:** Official work-site is the Hall of Justice, Lansing, MI. Remote work may be available in accordance with the MSC/SCAO 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) and include "MJl Research Attorney" in the subject line. If you are unable to send applicant materials electronically, please contact Judicial Human Resources (517) 373-1147.

**APPLICATION DEADLINE:**

**Open Until Filled**

**Initial review of resumes will begin Friday, February 16, 2024**

**AN EQUAL OPPORTUNITY EMPLOYER**