



Position Available
Michigan Supreme Court
Contract Research Attorney

Salary Range: \$46.86/hour up to \$100,000.00/year; potential for renewal up to three years

The Michigan Supreme Court is currently seeking qualified applicants for the position of Contract Research Attorney. Reporting to the Publications Manager this position will be responsible for the creation of a new publication that will provide guidance to Chief Judges and court clerical staff on various aspects of court administration.

- Collect, read, and review legal authorities for relevance and inclusion in assigned Michigan Judicial Institute (MJI) legal reference publication.
- Organize and draft substantive text of new court administration publication, similar in format and style to existing MJI Publications.
- Create quick reference materials (i.e. flowcharts, tables, etc.) to accompany substantive text.
- Convene and lead an editorial advisory committee 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.

EDUCATION: Juris Doctor (JD) from an accredited law school and active membership in the State Bar of Michigan.

EXPERIENCE: One year of post-degree experience in legal research and writing. Experience writing for a legal publication preferred. Experience using desktop publishing software, including Adobe FrameMaker, preferred. Experience in court administration preferred.

KNOWLEDGE:

- Computer skills necessary to draft and format court administration publication;
- Exceptional legal writing and research skills;
- Excellent interpersonal and communication skills;
- Familiarity with substantive and procedural Michigan law, preferably in the areas of court administration, civil procedure, and criminal procedure.

ABILITY:

- Highly organized and independent worker;
- Self-motivated to complete tasks within timeframes provided;
- Able to synthesize voluminous amounts of legal information into an organized, concise end-product and analyze legal issues.

WORK LOCATION AND ADDITIONAL REQUIREMENTS: This is a remote position. The candidate selected must obtain and utilize his/her own work space, equipment, tools and technology, including computers, monitors, and all other items needed to perform the required work. Software necessary for the creation of the publication will be provided for installation on the candidate's equipment.

TO APPLY: Please send your cover letter and resume in Microsoft Word or Adobe Acrobat (.pdf) to MJI-INFO@courts.mi.gov and include "MJI Contract Research Attorney" in the subject line

APPLICATION DEADLINE:
Open Until Filled
AN EQUAL OPPORTUNITY EMPLOYER