The State Bar of Michigan has an immediate, full-time opening for an experienced investigator of applicants applying for State Bar of Michigan Character and Fitness certification. In conjunction with the Michigan Bar Exam, under standards imposed by the Supreme Court, this position determines appropriate course of action to take in following investigative leads by obtaining and analyzing relevant information, and makes appropriate recommendations on findings.

Principal responsibilities, within established deadlines for each exam cycle:

- While maintaining complete confidentiality and professionalism, conduct investigation on individuals applying to the Michigan Bar. Perform document research and background checks using various resources.
- Compile, analyze, compare, and evaluate investigative information, and make recommendations on findings.
- Compose formal written correspondence; respond clearly and concisely to telephone and written inquiries.
- Create and utilize reports to track status of applicant matters, and employ technology to assist in accomplishing assigned tasks.
- Contact and interview witnesses; as necessary, marshal witnesses for hearing attendance.
- Prepare applicant files for District Committee Interviews and Standing Committee Hearings, and assist District Committee members and assigned State Bar Counsel as needed.

Position Requirements:

- Bachelor's Degree in Criminal Justice, Paralegal Studies, or another equivalency
- Knowledge of, and experience in, civil and/or criminal investigative methods and procedures
- Three to five years’ work experience with demonstrated performance in a deadline driven environment emphasizing document analysis and attention to detail
- Experience using online investigative tools and electronic public information resources
- Experience with and ability to read, understand, and interpret court records, legal documents, credit reports, criminal reports, and medical records
- Excellent written and verbal communication skills, and ability to foster good working relationships with applicants, and team and Committee members

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this job. The State Bar of Michigan embraces a culture within its workplace as well as in leadership and governance processes that is open to and respects differing views and perspectives. The State Bar of Michigan is an equal opportunity employer.

How to apply: Please submit a cover letter and resume to employment@michbar.org