



MUSKEGON COUNTY
invites applications for the position of:
RESEARCH ATTORNEY

SALARY: \$23.12 - \$29.18 Hourly

OPENING DATE: 03/16/18

CLOSING DATE: 03/30/18 05:00 PM

DESCRIPTION OF WORK:

The Research Attorney works independently, coordinating with all Muskegon County 14th Circuit Court Judges to ensure that all legal matters are researched and promptly resolved. Research Attorney performs legal research, drafts legal memorandum, and writes draft opinions for all Circuit Court Judges.

REQUIRED MINIMUM ENTRANCE QUALIFICATIONS:

1. Graduation from an accredited law school.
2. Two years minimum prior clerking experience.
3. Licensed to practice law in at least one state within the United States. Must qualify to be bonded.

PHYSICAL CONDITIONS / WORK LOCATION:

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:

- Ability to access office files.
- Ability to operate computer terminals and perform computer assisted legal research.
- Ability to access various locations of the court.

Working Conditions:

- Works in office conditions and the courtroom.
- Exposure to individuals charged or convicted with criminal offenses.

ADDITIONAL INFORMATION:

EVALUATION CONTENT

The selected candidate must take a post-offer medical examination (including back screen and complete physical) and drug screening test given by a County appointed physician before the first day of employment. An offer of employment is contingent upon the results of the medical examination and drug screening test. Applicants for County employment may be subject to a post-offer criminal background check, depending on the nature and assignment of the position. When such check is conducted, an offer of employment is contingent upon the results of the criminal background check. Appointees must satisfactorily complete a probationary period before the appointment will be considered permanent.

APPLICANT REVIEW PROCEDURE

Any applicant is entitled to a review of any determination or action taken by the County regarding the applicant's employment application. Inquiries should be directed to the County Human Resources Department.

PURPOSE

The purpose of this recruitment is to establish an eligible list from which to fill present and future vacancies in this classification in the County system. For each opening, the Department Head has her/his choice of the candidates who meet the required minimum entrance qualifications. This list remains in effect for three months unless exhausted or extended.

MUSKEGON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

**MUSKEGON COUNTY HAS ADOPTED A VETERANS PREFERENCE POLICY THAT
RECOGNIZES QUALIFYING MILITARY SERVICE**

APPLICATIONS MUST BE FILED ONLINE AT:

<http://www.co.muskegon.mi.us/humanresources>

Please direct all questions to

Bryan West
Recruitment Coordinator
97 E. Apple Avenue
Suite 110
Muskegon, MI 49442
(231) 724-6443

westbr@co.muskegon.mi.us
