

# THE CIRCUIT COURT

MANISTEE COUNTY COURTHOUSE  
415 THIRD STREET  
MANISTEE, MICHIGAN 49660  
231-723-6664  
231-723-1645 (FAX)



BENZIE COUNTY GOVERNMENT CENTER  
448 COURT PLACE  
BEULAH, MICHIGAN 49617  
231-882-9671  
1-800-315-3593  
231-882-5941 (FAX)

STATE OF MICHIGAN  
19TH JUDICIAL CIRCUIT  
MANISTEE AND BENZIE COUNTIES

**HON. DAVID A. THOMPSON**  
CHIEF JUDGE

## **JOB DESCRIPTION:**

**Title:** Research Attorney/Referee  
**Department:** 19<sup>th</sup> Judicial Circuit Court Manistee/Benzie County  
**Reports to:** 19<sup>th</sup> Circuit Court Judge  
**Pay Grade:** TBD  
**Application Deadline:** Open until filled.

## **Summary:**

Under the direct supervision of the Circuit Judge, the Research Attorney / Referee assists the Judge on all matters within the jurisdiction of the Circuit Court. This includes, but is not limited to, assembling and reviewing Judge's copies, conducting legal research, preparing bench memoranda, and attending Court hearings. It also includes writing proposed opinions and orders as directed by the Circuit Judge. In addition, the Research Attorney / Referee is responsible for ensuring that prisoner litigation is properly addressed.

Aside from the above duties, this position also includes conducting judicial hearings and making recommendations on various Family Division matters, such as child support, visitation, juvenile delinquency and neglect and abuse. This position requires incumbent to periodically be on call 24 hours a day to conduct emergency hearings.

## **Employment Qualifications:**

The applicant must be a graduate of an ABA accredited law school and be a member in good standing with the State Bar of Michigan within six months of hire. Must possess strong research and writing skills, including computerized legal research. Law clerk experience and/or membership on law review or law journal is preferred.

## **Please submit cover letter, resume and writing sample to:**

Patricia Heins  
19<sup>th</sup> Circuit Court Administrator  
415 Third Street  
Manistee, MI 49660  
(231) 723-6664