



SEVENTH JUDICIAL CIRCUIT COURT OF MICHIGAN
GENESEE COUNTY

POSITION: Judicial Law Clerk – Honorable Elizabeth A. Kelly (Civil/Criminal Division)

SALARY: \$57,651 – 1st year
\$60,725 – 2nd year

LOCATION: Genesee County Courthouse - 900 S. Saginaw St., Flint, MI 48502

General Summary: The 7th Judicial Circuit Court is seeking a full-time judicial law clerk, to the Honorable Elizabeth A. Kelly. This is an appointed position, serving in the civil/criminal division of the court under the supervision of Judge Kelly.

Minimum Qualifications:

- Law degree from an accredited institution
- Candidate must intend to take the next available Michigan bar exam or be awaiting bar exam results.

General Description of Duties: Under the supervision of the Judge, duties include, but are not limited to, performing legal research, drafting legal memoranda and orders/opinions, and file review. The judicial law clerk has day-to-day responsibilities for the operation of a digital recording system in the courtroom, and to function as the jury bailiff. The law clerk shall be expected to effectively communicate with the public, court personnel, court security officers and attorneys.

Application Materials:

- Letter of interest
- Resume
- Copy of law school transcripts
- Writing sample

Application Procedure: Please send application materials as a single PDF file to courtapps@geneseecountymi.gov. Please include “Judicial Law Clerk – Judge Kelly” in the subject line of the email.

The deadline for application consideration is: Continuous until filled

References may be requested by the Judge in advance of interview. Hiring is subject to clearance of background checks through the Genesee County Department of Human Resources.

Website: <https://7thcircuitcourt.com/>

EQUAL-OPPORTUNITY EMPLOYER

Genesee County court employees work in a complex, multicultural work environment that values diversity, equity and inclusion.