



13TH CIRCUIT COURT – JOB OPENING

(Bellaire, Traverse City, & Suttons Bay)

POSITION: JUDICIAL STAFF ATTORNEY
HOURS: 40 HOURS EXEMPT/SALARY
SALARY RANGE: \$62,978 - \$78,692 ANNUALLY
START DATE: JANUARY 1, 2026
SCHEDULE: MONDAY-FRIDAY / 8:00AM – 5:00PM

GENERAL SUMMARY

Working under the direction of the 13th Circuit Court Judges, Kevin A. Elsenheimer and Charles M. Hamlyn, and the senior Judicial Staff Attorney. A judicial staff attorney occupies a highly discretionary position requiring utmost degree of trust and confidentiality. This individual is responsible, in part, for conducting legal research, drafting opinions, and writing memoranda. A staff attorney acts as a liaison between Circuit Court Judges and those who interact with the Court.

PRIMARY DUTIES AND RESPONSIBILITIES

- Act as a liaison between the Court, counsel, parties, and other judicial partners
- Conduct legal research. Prepare legal memoranda and draft opinions.
- Conduct Final Settlement Conference and facilitate cases before trial
- Conduct collection show cause hearings
- Review pretrial statements and prepare Scheduling Orders
- Perform other duties as assigned by the judges and senior staff attorney

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

Law degree from an accredited law school and admission to the state Bar of Michigan. Experience in legal research and brief writing is essential as is knowledge of trial court procedures and courtroom etiquette. Familiar with Michigan Court Rules.

ADDITIONAL REQUIREMENTS

- Knowledge of and Proficiency in English, spelling, punctuation and grammar with sufficient ability to draft proposed orders and correspondence for judges and court administrator.
- Ability to think analytically and consistently demonstrates sound ethics and judgment, solve problems, make effective decisions, act with integrity, and maintains the confidentiality of information and professional boundaries
- Ability to accurately organize and maintain paper documents and electronic files.
- May be required to travel to Antrim, Grand Traverse, or Leelanau Counties.
- Be familiar with Zoom and conduct hearings on Zoom

How To Apply

Please submit resume to:

Trina Girardin, 13th Circuit Court Administrator
tgirardin@13thcircuitcourt.org

Application deadline: Continuous until filled.