

WAYNE COUNTY PROBATE COURT
COURT ATTORNEY

The Wayne County Probate Court is currently accepting applications for the full time position of Court Attorney.

An overview of the major responsibilities includes the following:

- Prepare drafts of Opinions/ Orders / Memorandums of law for the Judges
- Research legal issues for various Court Personnel
- ADR Clerk (Manage Mediation/ Case Evaluation for Probate Court)
- Manage/ Oversee Professional Guardianship Agency List Supervise and manage the duties of the Administrative Assistant to the Chief Deputy Probate Register and Court Attorney
- Assist Chief Deputy Probate Register with Attorney Training Program
- Assist with special projects from the Register, Chief Deputy Register or Judges
- Assist in presenting EPIC training classes for Staff
- Process Claim of Appeal filings with the Court
- Process Foreign Oath requests to the Court
- Review and supervise the processing of incoming and outgoing Changes of Venue / Transfer requests
- Monitor the "CZ" case management and workflow
- Supervise Legal interns
- Process guardianship discharge orders post adoption
- Prepare Court EUG policy/ procedures
- Lecture to Community groups on behalf of the Court (nursing homes, school groups etc.)
- Attend legal seminars/conferences on behalf of the Court
- Dictate miscellaneous letters/ draft memorandums
- Assist public/attorneys with questions(via telephone/ in person)
- Prepare/ deal with Subpoena requests/ show cause orders
- Attend/present legal seminars for staff at staff meetings, etc.
- Other job responsibilities as may be assigned by management

Please note that the above summary of duties performed and services provided by the Court Attorney are not meant to be a full and complete job description, but rather a summary of some of the more important duties performed and services provided.

Knowledge of probate law and procedure or appellate experience is a plus, but not required. Salary is negotiable. Competitive benefits package. Applicant must be a member of the State Bar of Michigan in good standing. Interested candidates should submit a resume by June 8, 2018 to employment@wcpc.us.