

**MICHIGAN ATTORNEY  
GRIEVANCE COMMISSION  
ASSOCIATE COUNSEL**

The Michigan Attorney Grievance Commission (AGC) investigates and prosecutes attorney misconduct in the State of Michigan. The AGC serves to maintain and promote the integrity of the Bar and to protect the public, the courts, and the legal profession. Staff attorneys are responsible for all aspects of the prosecution of these matters, beginning with the investigation of the allegations of professional misconduct, drafting of pleadings, pre-hearing and hearing practice, and appeals.

**DUTIES AND RESPONSIBILITIES:**

At the investigative stage, staff attorneys evaluate complaints and conduct multiple investigations of varying complexity simultaneously. Investigation functions may include developing a strategy, legal research, conducting interviews, and obtaining and reviewing files, bank records, and other materials. Upon completion of an investigation, the staff attorney drafts a memorandum with a recommendation as to the disposition of the matter. If the matter proceeds to a formal disciplinary proceeding, the staff attorney is required to engage in case preparation, negotiations, trial, and/or appellate practice.

The successful applicant will be able to demonstrate excellent skill levels in case preparation and analysis, litigation, and appellate practice. Substantial writing activity is required by the position. Clear, concise writing of memorandums, pleadings and briefs is required. In addition, the successful candidate must possess excellent oral advocacy skills. The staff attorney needs to be highly organized and comfortable handling a large volume of work. The position requires the staff attorney to be in regular trial practice as well as appeals while maintaining an on-going docket of files. The staff attorney must be able to work independently as well as in a group setting.

**MINIMUM REQUIREMENTS:**

Applicants must possess a juris doctorate from an accredited law school. The applicant must be in good standing with the State Bar of Michigan and have no prior professional discipline. Admission to the federal courts is preferable, but not required. A minimum of 3 years of litigation experience is preferred.

**Please send resume, cover letter, writing sample, and law school transcript to Office Manager Gina Jaafar at [Gmjaafar@agcmi.com](mailto:Gmjaafar@agcmi.com)**