



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
OFFICE OF THE GOVERNOR
LANSING

GARLIN GILCHRIST II
LT. GOVERNOR

DEPUTY LEGAL COUNSEL, EXECUTIVE OFFICE OF THE GOVERNOR, STATE OF MICHIGAN

- Location** Executive Office of the Governor, Romney Building, 111 S. Capitol Ave., Lansing, MI 48933 (at present working remotely due to the COVID-19 pandemic).
- Job Type** Permanent full time.
- Job Summary** The Office of Legal Counsel (OLC) includes the Governor's Chief Legal Counsel, Deputy Legal Counsels, a Paralegal, and an Executive Assistant. In addition, the office runs a clerkship program for law students and usually has 1-3 law clerks.

Attorneys within OLC work frequently with other divisions within the Executive Office of the Governor, including Appointments, Communications, Community Affairs, Federal Affairs, Legislative and Public Affairs, and Policy, as well as with the Department of Attorney General and leadership within other departments and agencies in the Executive Branch.

OLC provides a range of legal services for the Governor of the State of Michigan and her staff within the Executive Office of the Governor. Although each Deputy Legal Counsel has primary responsibility for specific areas, the type of work can vary considerably depending on need.

Responsibilities for a Deputy Legal Counsel may include the following:

- Advising on major litigation facing the Governor and the State of Michigan, working with the Department of Attorney General;
- Reviewing and analyzing legislation, including both policy and appropriations bills;
- Drafting executive orders and executive directives;
- Providing counsel on emergency management issues;
- Reviewing policy initiatives and helping craft administrative solutions;

- Participating in the judicial appointment process and reviewing non-judicial appointments;
- Reviewing public communications from the Executive Office of the Governor;
- Addressing matters that may arise with Michigan's 12 federally recognized tribes and strengthening those relationships.

The work within OLC is fast-paced and wide-ranging, covering the scope of the governor's executive powers. The culture is collegial and supportive. The work environment is demanding, but often flexible. The most promising applicants will be organized, responsive, creative, and client-focused.

Qualifications

- A juris doctorate degree from an accredited school of law.
- Membership in good standing in the Michigan State Bar, or willingness and eligibility to immediately seek admission without examination.

Application Please provide a cover letter, resume, a copy of your law school transcripts (if graduated 2013 or after), and a writing sample. Send by email to: Tracy Crockett, Executive Assistant, CrockettT1@michigan.gov.

Salary Range TBD.

Closing Date October 16, 2020. Applicants will be reviewed and may be interviewed on a rolling basis.

The State of Michigan is an Equal Opportunity Employer.

Last revised: 9/6/20.