

**Michigan Corrections Organization  
Legal Deputy/Associate**

**Purpose:** The Legal Deputy/Associate supports the Legal Director of MCO. As part of the legal team, the Legal Associate will be responsible for maintaining case files, creating and filing documents, working with counsel to interview witnesses, investigation of facts, and writing summaries. The Legal Deputy/Associate will provide calendar maintenance, communications and other support for the Legal Director.

**Primary Responsibilities:**

- Intake new grievance/arbitration cases including: investigation of facts, conducting witness interviews, procuring supporting documents, drafting summaries, document review, and scheduling;
- Work with the Grievance Coordinator to organize and maintain a wide variety of legal files, records, and reports;
- Draft, proof read and copy correspondence, documents, and other printed matter;
- Provide assistance at meetings, hearings and in court;
- Provide assistance to Legal Director on various administrative and personnel matters;
- Assist in negotiations with units of state, local government, employee unions, and the general public;
- Review and advise the Board, elected officials and department heads concerning projects and legal matters on a short and long range basis as directed by the Legal Director;
- Develop and implement new programs and rewrite/restructure existing codes, practices or procedures;
- Coordinate multi-departmental or multi-agency legal actions as needed;
- Conduct legal research and answer questions for Union officials;
- Work with and regularly update case management software and website with recent case activity;
- Work with Grievance Coordinator to provide logistical and meeting support and make travel arrangements as needed.
- Other duties as may be assigned.

**Requirements and Qualifications:**

- Ability to work independently and exercise sound judgment to advance the goals of the Union and its members;
- Ability to think and act independently with extensive discretion in matters involving application of law and policy;
- Considerable knowledge of, and experience in, labor law principles, labor/arbitration, practices and terminology;
- Considerable knowledge of legislative processes;
- Ability to analyze facts, evidence and precedents, and to arrive at sound logical conclusions;
- Ability to communicate orally and in writing in diverse situations before multiple constituents or groups;
- Attention to detail, proficiency in working with spreadsheets, databases, or case management software;
- Dependable, punctual, and able to maintain a high level of confidentiality;
- Demonstrated capacity to manage and prioritize competing deadlines simultaneously;

- Capacity and willingness to work in an environment that encourages and includes individuals from diverse backgrounds and conflict-resolution styles;
- Availability and willingness to travel throughout Michigan and to work long and irregular hours;

**Supervision:** This position directly reports to the Legal Director.