

Supreme Court of Nevada
ADMINISTRATIVE OFFICE OF THE COURTS

ROBIN SWEET
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**LAW CLERK
Position # COA2**

The Court of Appeals is now accepting applications for law clerks for clerkships that will begin in the Summer/Fall of 2018. Law clerks work for individual Judges in the Court of Appeals and assist them with processing appeals and writ petitions. Law clerks conduct a broad range of duties, including legal research, preparing bench memos, drafting orders and opinions, proofreading and editing the other work produced in chambers. A clerkship will be for either a one-year or two-year term depending on individual judge preference. Four positions will be located in Las Vegas, Nevada, and two positions will be located in Carson City, Nevada.

Education and Experience: Applicants must have graduated from an ABA accredited law school, preferably in the top 20%. Law review or other journal experience is desirable. Law clerks must possess exceptional legal research and writing abilities, must be flexible, and must be motivated to work independently to produce high quality work in a fast-paced appellate environment.

Annual Salary: \$64,064 employee/employer paid retirement, approximate.

Application Process: In order for you to be considered for a Law Clerk position, you must complete a Supreme Court of Nevada Employment Application, a cover letter, a resume, and submit along with two short unedited writing samples, a law school transcript, and at least three references. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications in your original application materials.

Applications are available on the Nevada Supreme Court, Administrative Office's Employment page:

http://nvcourts.gov/AOC/Administration/Human_Resources/Employment/

You may complete the application online and then print and mail or deliver to:

Cynthia Sampson, Personnel Analyst
Administrative Office of the Courts
Supreme Court Building
201 South Carson Street, Suite 250
Carson City, Nevada 89701-4702

You may also submit your application packet:

- via e-mail to: lawclerkappeals@nvcourts.nv.gov
- via fax to: (775) 684-1777

The first period of recruitment is April 1, 2017 through June 30, 2017.

The Supreme Court of Nevada is an equal opportunity employer. If accommodation for a disability is needed during the application or examination process, contact the Personnel Analyst at 775.684.1744.