



THE SUPREME COURT OF NEVADA
invites applications for the position of:

Law Clerk (2024) - Court of Appeals, Carson City and Las Vegas

SALARY: \$70,705.00 Annually

DEPARTMENT: Court of Appeals

OPENING DATE: 4/13/2023

CLOSING DATE: Continuous

DESCRIPTION:

The Judges of the Nevada Court of Appeals are now accepting applications for law clerkships that will begin in the **Summer/Fall of 2024**. Law clerks work for an individual Judge 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, and proofreading and editing other work produced in chambers. A clerkship will be for either a one-year or a two-year term depending on individual Judge's preference. Positions are located in Carson City and Las Vegas.

Positions may require working occasional holidays, nights, and/or weekends. Employees may be required to travel out of town on a periodic, as needed basis.

This is a fantastic opportunity to work for Nevada's Court of Appeals!

EXAMPLES OF ESSENTIAL DUTIES:

- Review cases assigned to chambers
- Conduct the necessary legal research in a thorough and meticulous manner
- Prepare concise, well organized bench memos and orders
- Handle original petitions and petitions for rehearing
- Edit own work product and that of co-clerks
- Review all current decisions published by this court.
- Keep abreast of decisions from other courts that may be applicable to pending Nevada cases
- Carefully proofread orders and opinions
- Attend oral arguments

TYPICAL QUALIFICATIONS:

- **Applicants must have graduated from an ABA-accredited law school with a Juris Doctorate by the start of the clerkship, 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.

Applicants are required to submit a Cover Letter, List of References, Resume, Writing Sample and Transcripts.

SUPPLEMENTAL INFORMATION:

Nevada offers sunshine and recreational opportunities abound including golfing, biking, off-roading, hiking, skiing, and fishing. Nevada's beautiful landscape, exciting adventures, and thriving economy are just a few of the reasons to join the Silver State workforce!

Benefits include:

- **Health Insurance:** medical, dental, life and disability insurance programs for employees and dependents/family are offered.
- **Holidays:** 11 paid holidays per year.
- **Retirement:** Participation in the Nevada Public Employee Retirement System (PERS).
- **Deferred Compensation:** The State has a voluntary deferred compensation program.
- **No Nevada state income tax.**
- **Flexibility:** a work-life balance beyond compare!

COVID-19 vaccination, including one booster, is required as a condition of employment. Verification of vaccination status will be required at the time of job offer. Requests for reasonable accommodation will be considered. Please **DO NOT** attach any individual health information related to COVID-19 vaccination status to the application.

Please note that the posted salary is subject to a 15.5% reduction as this amount is paid into the Public Employees' Retirement System (PERS). This is refundable upon the end of employment but is subject to taxation.

APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.nvcourts.gov/>

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