



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

## **Law Clerk (2024) - Supreme Court, Carson City and Las Vegas**

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**SALARY:** \$70,705.00 annually

**DEPARTMENT:** Supreme Court

**OPENING DATE:** 4/12/2023

**CLOSING DATE:** Continuous

**DESCRIPTION:**

The Justices of the Nevada Supreme Court are now accepting applications for law clerkships that will begin in the **Summer/Fall of 2024**. Law clerks work for an individual Justice 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 Justice 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 highest court!**

**EXAMPLES OF ESSENTIAL DUTIES:**

- Review cases assigned to chamber and determine with co-clerk how to divide workload equally.
- Obtain necessary materials to research cases.
- Prepare concise, well organized Bench Memos.
- Attend oral arguments.
- Draft dispositions under the direction of the Justices.
- Handle cases on appeal.
- Handle original petitions and petitions for rehearing.
- Edit own work product and that of co-clerk.
- Review petitions for En Banc proceedings.
- Conduct research in a thorough and meticulous manner.
- Review all current decisions published by this court.
- Keep abreast of decisions from other courts that may be applicable to currently pending Nevada cases.
- Maintain library and office records.
- Proofread dispositions.
- Assist with dispositions at the direction of the justice.

- Conduct building tours for groups visiting the court.

## **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.**

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APPLICATIONS MAY BE FILED ONLINE AT:

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

201 S. Carson St. Ste. #250  
Carson City, NV 89701  
775-684-1744

[HR@nvcourts.nv.gov](mailto:HR@nvcourts.nv.gov)

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