



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

Law Clerk (2023) - Supreme Court, Carson City and Las Vegas

SALARY:	\$70,705.00
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	\$70,705.00
	Annually
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 2023. 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, proofreading and editing the 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.

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, 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.

PDF version of the following documents are required: Cover Letter, Unofficial Transcript, and Writing Sample.

SUPPLEMENTAL INFORMATION:

While performing the duties of this job the employee must:

- Regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds;
- Exchange information in person and over the telephone;
- Operate standard office equipment;
- Read computer screen and printed materials; and
- Have mobility to move about in a typical office environment.
- The noise level in the work environment is usually moderate and the employee usually works in a climate-controlled office environment.
- Work occasional holidays, nights, and/or weekends.
- Employee may be required to travel out of town on a periodic, as needed basis.

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

Additional benefits include: medical, dental, life and disability insurance programs; participation in the public employees' retirement plan; 11 paid holidays each year; public service loan forgiveness, flexibility, and a work-life balance beyond compare!

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.

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.

APPLICATIONS MAY BE FILED ONLINE AT:

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

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Carson City, NV 89701
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