



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

## **Law Clerk (2022) - Supreme Court, Carson City**

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<b>SALARY:</b>	\$70,705.00 - \$70,705.00 Annually
<b>DEPARTMENT:</b>	Supreme Court Chambers- CC
<b>OPENING DATE:</b>	07/05/22
<b>CLOSING DATE:</b>	Continuous

### **DESCRIPTION:**

Chief Justice Parraguirre of the Nevada Supreme Court is now accepting applications for law clerkships that will begin in August 2022. The law clerk will assist the Chief Justice 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. This position is located in Carson City.

### **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. Also 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:**

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.

### **SUPPLEMENTAL INFORMATION:**

Carson City offers sunshine and recreational opportunities abound including golfing, biking, off-roading, hiking, skiing, and fishing. Carson City is nestled between stunning Lake Tahoe and vibrant Reno. Nevada's beautiful landscape, exciting adventures, 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; no state income tax; public service loan forgiveness; flexibility; and a work life balance beyond compare.

COVID-19 vaccination 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.

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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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Position #00126  
LAW CLERK (2022) - SUPREME COURT, CARSON  
CITY  
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