



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

Law Clerk (2023) - Court of Appeals, Carson City

SALARY:	\$70,005.00 - \$70,005.00 Annually
DEPARTMENT:	Court of Appeals Chambers-CC
OPENING DATE:	04/13/22
CLOSING DATE:	06/30/22 11:59 PM
DESCRIPTION:	

The judges of the Nevada Court of Appeals are now accepting applications for law clerkships that will begin in the Summer/Fall of 2023. Law clerks work for an individual judge and assist the judge with processing appeals and writ petitions. Law clerks conduct a broad range of duties, including legal research, preparing bench memoranda, drafting orders and opinions, proofreading and editing the other work produced in chambers. Clerkship will be for either a one-year or a two-year term depending on individual justice preference. Most positions are located in Carson City, Nevada, with some positions located in Las Vegas, Nevada.

Nevada offers sunshine and recreational opportunities abundant including golfing, biking, fishing, hiking, skiing, and fishing. Nevada's beautiful landscape and thriving economy are just a few of the reasons to live in the Silver State work force! 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.

EXAMPLES OF ESSENTIAL DUTIES:

- Review cases assigned to chamber and determine with clerk how to divide workload equally
- Obtain necessary materials to research cases
- Prepare concise, well organized Bench memoranda
- Attend oral arguments
- Draft dispositions under the direction of the justices
- Handle cases on appeal
- Handle original petitions and petitions for rehearing
- Edit written work product and that of clerk
- Review petitions for En Banc proceedings
- Conduct research in a thorough and meticulous manner.
- Review all current decisions published by this court. Always 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, 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.

KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Knowledge of:** legal research methods and resources. **Skill in:** written and verbal communication. **Analytical skill to:** interpret and effectively analyze court findings, caselaw, legal arguments, statutes, make competent recommendations and draft decisions on complex legal issues. **Ability to:** interact effectively with the justices and other staff attorneys; exercise sound judgment and perform multiple tasks under extreme time constraints; utilize Word and navigate the court's software and case management programs.

PDF documents required at time of application: Cover Letter, Unofficial Transcript, 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 the ability 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 occasionally holidays, nights, and/or weekends.
- Employee may be required to travel out of town on a periodic, as needed basis.

COVID-19 vaccination is required as a term of employment, effective January 31, 2022. Reasonable accommodations will be considered.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.nvcourts.gov/>

201 S. Carson St. Ste. #250
 Carson City, NV 89701
 775-684-1700

HR@nvcourts.nv.gov

Position #00116
 LAW CLERK (2023) - COURT OF APPEALS, CARSON
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