Seventh Circuit Law Clerk (1 position)

Location: Rapid City

Agency: Unified Judicial System

Starting Salary: $48,113.40, annually

Closing Date: 07/19/2019

Position Purpose: This is a benefitted position that serves at the pleasure of the Presiding Judge for a two-year term (August 1, 2020 to July 31, 2022). This position performs professional legal work by conducting legal research, communicating with Judges regarding relevant points of law pertaining to legal issues before the court, and drafting legal documents and decisions to assist Judges of the Unified Judicial System (UJS). Duties may include:

- performing legal work on pending cases and motions filed before courts in a circuit by providing pertinent research and documentation to assist Judges with case preparation;
- assisting with implementation of court processes and maintenance of systems and documentation;
- performing other duties as assigned.

Minimum Qualifications: Graduation from an accredited law school and possession of a Juris Doctorate. No experience is required.

Knowledge, Skills and Abilities:
Knowledge of:
- the law;
- the functions of the circuit court;
- the court system;
- the legal and judicial system as a whole.

Ability to:
- conduct effective research and make informed recommendations and decisions;
- locate sources of legal information;
- compose legal documents;
- maintain confidentiality of any discussions or written communications with Judges involving assigned legal work;
- communicate complex legal ideas and information effectively both orally and in writing;
- establish effective working relationships with a variety of people.

To Apply: Submit a cover letter, resume, unofficial transcript, class rank, LSAT score, and writing sample to:

Director of Human Resources
Unified Judicial System
500 East Capitol Avenue
Pierre, SD 57501
Phone: (605) 773-4867; Fax (605) 773-8437

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