

**CIRCUIT COURT LAW CLERK  
FIRST JUDICIAL CIRCUIT (2 positions)  
Unified Judicial System  
Mitchell and Yankton, South Dakota**

**Please indicate your location preference on the application**

**Requisition #:** J21-02

**Salary:** \$54,316.24/annually

**Closing Date:** July 17, 2020

**Position Purpose:** This is a benefited position that serves at the pleasure of the Presiding Judge for a one-year period (August 9, 2021 to August 8, 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). Travel may be involved within the circuit. 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, and writing sample to:

First Judicial Circuit Court  
Circuit Court Administrator  
410 Walnut Street, Suite 201  
Yankton, SD 57078-4390  
Phone: (605) 668-5685; Fax (605) 668-5499  
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