

**SOUTH DAKOTA SUPREME COURT LAW CLERK**  
**Unified Judicial System**  
**Pierre, South Dakota**

*Positions located in Pierre. However, they may also serve a Supreme Court Justice in Sioux Falls or Rapid City (please list location preferences on the application).*

**Requisition #:** J25-01

**Salary:** \$75,210.55/annually

**Closing Date:** June 7, 2024

**Position Purpose:** Possibly four positions available. These are benefited positions that serve at the pleasure of the Supreme Court for a one-year period (August 1, 2025, to July 31, 2026). These positions perform professional legal work through legal research and writing during all phases of the appeal process to assist the Justices of the South Dakota Supreme Court. Duties may include:

- performing legal work through research and writing to assist the Justices of the Supreme Court;
- assisting with implementation of Supreme Court processes 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 Supreme Court;
- the court system;
- the legal and judicial system as a whole.

Ability to:

- conduct effective research and make informed decisions;
- review or observe cases and select laws that are applicable;
- use accurate legal citations;
- compose legal documents;
- proofread and edit legal documents;
- effectively prioritize workload;
- communicate complex legal ideas and information effectively both orally and in writing;
- establish effective working relationships with a variety of people.

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

Deputy State Court Administrator  
Unified Judicial System  
500 East Capitol Avenue  
Pierre, SD 57501  
Phone: (605) 773-4884; Fax (605) 773-8437  
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