

DISTRICT COURT LAW CLERK POSITION

The District Court of the Fifth Judicial District, located in Worland, Wyoming, seeks to hire as a **Law Clerk** the most qualified individual possessing strong communication, research, writing, and analytical skills. This at-will position is intended to be full-time and on-site, location is negotiable depending on experience.

SUMMARY: This position involves work as a trial court law clerk, with some appellate law clerk duties. The position involves performance of professional legal research and other related work in the preparation of memoranda, opinions, jury instructions, or orders for a judge. Work is performed under the general supervision of the judge and is reviewed through conferences and submitted work. The Law Clerk will gain practical experience while acquiring valuable insight into the judicial process.

DUTIES: General expected duties for this position include: reviewing studies, searches and annotation of laws, court decisions, documents, opinions, briefs, and related legal authorities; research of the law for issues arising during hearings and trials; preparation of briefs, legal memoranda, statement of issues involved, opinions, and judgments for review by the judge, including appropriate suggestions or recommendations to the judge; preparation of jury instructions and verdict forms; compiling references on laws and decisions necessary for legal determinations; conferring with the judge concerning legal questions, construction of documents and orders; observing judicial proceedings; attending conferences with litigants, attorneys and the judge; and, attending court sessions to hear oral arguments, record necessary case information, and maintain notes attendant to court proceedings. The Law Clerk will be expected to satisfactorily perform and complete such work as the judge may assign and direct. The Law Clerk may also be appointed as a Court Commissioner and be expected to perform certain limited judicial functions. Strict confidentiality is required. This position involves travel to courts located in the Fifth Judicial District, including Thermopolis, Basin and Cody and courts located outside the Fifth Judicial District, including overnight stays. **This job description and outline of duties in no way states or implies that these are the only duties to be performed. The Law Clerk is expected to perform such other duties as may be necessary, assigned and/or directed.**

MINIMUM QUALIFICATIONS: The applicant must be a graduate from an accredited law school and be admitted to practice law in Wyoming within one year of appointment. Preference will be given for legal experience and/or a demonstrated ability to satisfactorily perform the work duties.

TERMS: Employment is “at will.” Salary will be commensurate with qualifications and experience. The annual gross salary range is \$50,000.00 to \$55,000.00. Some state benefits are provided in addition to salary.

APPLICATIONS: Applicants should submit to **District Court of the Fifth Judicial District, Attn.: Holly Neuffer, P.O. Box 408, Worland, WY 82401** a letter of interest in the position, together with a résumé or outline of qualifications and experience and one legal writing sample completed solely by the applicant not exceeding ten pages in length on (on 8½ X 11 paper). Fax or e-mail applications will NOT be accepted or considered. **DEADLINE:** Applications **must be received by 5:00 p.m. (Mountain time) on March 1, 2019.**

If you are a United States Armed Forces veteran, or the spouse of a veteran who was married to that veteran at the time of that person’s death and you receive survivor benefits, to receive veteran’s preference under Wyo. Stat. Section 19-14-102, you must complete the Veteran’s Preference section of the Wyoming Judicial Branch At-Will Employment Application and attach a copy of Form DD214 to the application.