

Wyoming Judicial Branch Position Announcement

Job Title: District Court Law Clerk

Salary Range: \$55,000 to \$62,000

Closing Date: Open until filled

The Eighth Judicial District Court is currently accepting application for **Law Clerk** to the Honorable Patrick W. Korell. The position is located in Torrington, Wyoming, but includes travel to the counties of Platte, Niobrara, and Converse and throughout the state when taking assigned cases. The District Court presides over felony criminal cases, larger civil cases, domestic relations, juvenile case, involuntary hospitalizations, Habeas petitions, and probate matters. The Court also hears appeals from lower court decisions and administrative agencies. The law clerkship provides an excellent opportunity to observe trial and appellate practice, and to assist the Court in carrying out its responsibilities.

The Court is seeking candidates possessing strong communication, research and analytical skills. This position is intended to be full-time and on site, but the Court will consider remote employment. Employment will commence within a reasonable time following an offer and acceptance of employment.

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.

DUTIES: 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. General expected duties for this position include:

- reviewing, searches, and annotation of laws, court decisions, documents, opinions, briefs, and related legal authorities;
- keeping the Court up-to-date on developments in the law, and apprising the Court of important developments;
- 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.

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 by the Court to carry out its statutory and constitutional obligations.

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 \$55,000.00 to \$62,000.00 plus benefits including retirement and health insurance. The clerkship requires a two-year commitment and it is at-will employment.

APPLICATIONS: Applicants should submit a letter of interest in the position, a summary or outline of qualifications and experience, and one legal writing sample completed solely by the applicant (unedited by others) not exceeding ten pages in length (on 8½ X 11 paper), undergraduate and law school transcripts (may be unofficial), and three (3) letters of recommendation, all to the following address.

District Court, PO Box 1055, Torrington, WY82240; Email: gbabbitt@courts.state.wy.us

DEADLINE: The position is **IMMEDIATELY** available, and applications will be considered when received.

Veterans: 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 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 Form DD214 to the application.

The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities.