

Div. I is now accepting applications for the position of JUDICIAL LAW CLERK to start immediately.

The role of the Judicial Law Clerk is to support the Judge in court by conducting research or preparing legal documents. The law clerk duties include, but are not limited to:

- Attend all court hearings and record necessary information to aid in the drafting of judgments;
- Review pleadings, petitions, motions
- Review the filings of counsel to prepare briefs, legal memoranda, statements of issues involved, check citations, and make appropriate recommendations or suggestions to the Court based on same;
- Confer with judge concerning legal questions, construction of documents, and/or granting of motions;
- Draft judicial opinions and decisions;
- Keep abreast of changes in the law and inform judge when cases may be affected by same;
- Participate in conferences or discussions between attorneys before the court and judge;
- Communicate with counsel regarding case management and/or procedural requirements;
- Review and maintain dockets, making sure that hearings are scheduled within statutory time requirements;
- Enter information from cases, including outcomes and future dates, into electronic case management system;
- Prepare Court orders and coordinate service of same;
- Respond to questions from attorneys and pro se litigants on general legal issues without providing legal advice.

Applicants must be barred. Salary ranges from \$61,000 to \$66,000 depending upon years of practice. Benefits included.

Please submit resume and writing sample to ljupiter@orleanscdc.com no later than **May 15, 2024**.