



LAW CLERK I

Email to apply: dkessler@appeals.az.gov

TYPICAL HIRING SALARY RANGE:

\$52,094 annualized

FIRST REVIEW DATE:

March 16, 2016

POSITION SUMMARY: The Arizona Court of Appeals, Division One, is accepting applications for a Law Clerk I, a non-exempt hourly position. Under the direction of the Chamber Judge, Law Clerks primary responsibility is to review briefs, the record and to prepare a predraft decision of each case assigned to a chamber. **This is a temporary assignment from April 11, 2016 thru August 8, 2016 in the chambers of Judge Donn Kessler.**

Essential duties may include, but are not limited to:

- All cases which are assigned to a particular panel of judges will either be predrafted by a staff attorney or will be assigned to one judge's chambers to present to the panel at conference. The cases which are assigned to the judge's chambers are divided up between the judge's two law clerks.
- Law clerks do the initial draft of decisions for the judge, and the judge may vary the amount of initial input he/she gives. The draft may then be circulated to the panel of judges before the judges meet to "conference" the case.
- The law clerk who has drafted the decision will present the case to the panel of judges at conference. The clerk's presentations will include a summary of the relevant facts, and more importantly an analysis of the relevant law. The judges ask the clerk specific questions about what the record reveals; therefore, the clerk must have a working knowledge of what happened with the case in the trial court. The law clerks take notes on all of the cases presented, including the cases presented by staff attorneys and other law clerks.
- The law clerk who worked on the case edits the decision, taking into account the judges' comments at the conference and also any new arguments made by counsel at oral argument. When the editing work on the case is complete, the judge will do his/her edits. When the final edit is completed, it will be circulated to the panel for approval. Upon approval of the judges, the law clerk will then cite-check all of the facts and citations to legal authority for accuracy. The clerk will again Shepardize and/or Insta-cite the legal authority to ensure that none of the cases cited have been overruled or modified. The authoring judge then gives final approval and the case is circulated to the panel for signature. The law clerk's work on the case is now concluded.
- Law clerks are given other projects to complete by their judges. Such projects may include, summaries of new statutes or supplemental research on drafted cases.
- A good law clerk does whatever is necessary to allow the judge to operate at a maximum efficiency and productivity.
- Law clerks also have shared administrative responsibilities with the Chambers Judicial Assistant.

MINIMUM REQUIREMENTS: Bachelor's degree (B.A. /B.S.) and law degree from an accredited college/university and law school.

Required Skills, Knowledge and Abilities:

- Ability to work well in a busy professional environment
- Maintain confidentiality regarding pending court cases and business processes.
- Organize and manage multiple projects simultaneously and changes in responsibilities, duties and procedures through cross training.
- Show initiative and sound judgement in decision making
- Close attention to detail and accuracy

REASONING ABILITY: Ability to apply common sense and understanding to carry out instructions furnished in written, oral and in diagram form. Ability to deal with problems involving several variables in standardized situations.

PHYSICAL REQUIREMENTS AND EQUIPMENT OPERATIONS: Ability to sit or stand for a major portion of the work day. Retrieve boxes and case files from low and high storage areas. Lift and move up to 30 pounds.

SELECTION PROCESS: Resume must be received no later than Monday, March 21, 2016. Send resumes to Judge Donn Kessler, at dkessler@appeals.az.gov. or Arizona Court of Appeals, Division One, 1501 West Washington Street, Room 203, Phoenix, AZ 85007.

Only applicants whose background most closely meets the requirements of the position may be invited to interview. Requests for special accommodation to participate in the interview process should be made at the time you are contacted to schedule an interview. The selection process may include first and/or second round panel interviews. This position is open for both internal and external recruitment.

The Arizona Court of Appeals, Division One offers an excellent benefits package, including choice of plans for optional Medical, Dental, Deferred Compensation, Flexible Spending Accounts, Life Insurance, Long Term and Short Term Disability.

Other perks include access to free parking, discounted bus fares and the State's Employee Assistance Program.