

Employment Opportunity with the State of Minnesota

Date Posted: 06/26/2008 Closing Date: 07/02/2008
Job Classification: JUD DISTRICT COURT LAW CLERK
Hiring Agency: Judicial Branch / Court System
Division/Bureau: Fourth District
Location: Minneapolis
Salary Range: \$ 21.09/hourly (Fiscal Year 2009 full range); full State of Minnesota benefit package.
Who May Apply: Open to all qualified job seekers.

Work Shift: Day Shift Travel Required: no
Days of Work: Monday-Friday Employment Condition: Permanent, Full-time

Classified Status: Unclassified

Job Duties: Judge Philip Bush of the Fourth Judicial District, Hennepin County, is currently accepting applications for a full time law clerk position. Judge Bush is assigned to a Criminal Block.

This position will:

- *Confer with judicial officers concerning legal questions and judicial decisions.
- *Prepare Findings of Fact, Conclusions of Law, and Orders.
- *Prepare judicial opinions.
- *Conduct legal research.
- *Maintain law library for chambers.
- *Perform courtroom duties, including swearing witnesses, maintaining exhibits, calling the calendar, and taking minutes.
- *Confer with attorneys and parties about scheduling and other matters
- *Update computer records.
- *Assist in the day-to-day management of the judicial officer's chambers.

Minimum Qualifications: *Graduate of an accredited law school.
*Successful candidate will be required to pass a Criminal Background Check.

Preferred Qualifications: * Interest or experience in criminal law.

Selection Process: The selection process is a resume-based, skill-matching process. If your skills match the required skills for this position, you may be contacted further.

How to Apply: To apply, applicants must submit the following documents to the Fourth Judicial District Human Resources Coordinator:

1. Resume
2. Short writing sample
3. Transcript (transcript may be unofficial)

Documents must be submitted via email to naomi.gooselaw@courts.state.mn.us by the posting closing date.

Contact for more info: Naomi Gooselaw , 612-348-8745/naomi.gooselaw@courts.state.mn.us

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 296-2616 or (651) 282-2699 (TTY).

