

MINNESOTA DISTRICT COURT Third Judicial District	
JUDICIAL LAW CLERK	
DEPARTMENT/LOCATION Third Judicial District Fillmore County Courthouse Preston, MN	HOURS OF WORK Full Time Monday through Friday

The Honorable Robert Benson, who is chambered in the Fillmore County Courthouse in Preston, Minnesota, is seeking a qualified person to fill a full-time judicial law clerk position beginning on September 2, 2008.

DESCRIPTION:

Judicial Law Clerks work directly with a District Court Judge performing legal research and drafting memoranda. Law Clerks get involved and gain experience in all areas of the practice. In addition, Law Clerks have the opportunity to observe court proceedings and learn first hand how the court system operates.

RESPONSIBILITIES:

- Conduct legal research in reviewing, studying, searching and annotating laws, court decisions, documents, opinions, briefs, and related legal authorizations to process suits, trials, hearings and other litigated matters.
- Read and digest opinions, briefs, motions and documents, and extract excerpts pertinent to points of law and fact.
- Compile references on laws and decisions necessary for legal determination.
- Prepare briefs, legal memoranda and statement of issues involved, including appropriate written or oral suggestions or recommendations to the judge; prepare appropriate orders, findings of fact and conclusions of law for the judge; edit work product according to judge's directions.
- Confer with judge concerning legal questions, construction of documents and granting of orders.
- Confer with attorneys concerning the adequacy of documents or other matters before the court; provide general information to the public.
- Assist in the day-to-day management of the judge's office; respond to appropriate inquiries; prepare various documents related to judicial duties; maintain judge's daily schedule.
- May attend court sessions to hear oral arguments and record necessary case information; maintain records during court proceedings.
- May perform courtroom duties including calling calendar; swearing in jury panels and witnesses; taking court minutes; and assisting in various court proceedings such as arraignments, motions, hearings, pre-trial conferences and trials.

MINIMUM QUALIFICATIONS: Graduate of an accredited law school. The candidate should be highly motivated, possess solid, demonstrated academic credentials and strong research, analytical and writing skills, and strong computer skills.

SALARY: \$21.09 per hour (\$44,036 annually) plus state benefit package.

APPLICATION DEADLINE: Review will begin immediately. The deadline for applying is **May 2, 2008**. Top candidates will be contacted for an interview which will be conducted on June 4, 2008 at the Fillmore County Courthouse in Preston.

TO APPLY: Mail application form, cover letter, resume, unofficial or official transcript, and brief writing sample to the address below. Download the application form from www.mncourts.gov.

**Honorable Robert R. Benson
Fillmore County Courthouse
101 Fillmore St.
Preston, MN 55965**

**EOE
Position # 00476550**