

**MINNESOTA DISTRICT COURT
TENTH JUDICIAL DISTRICT**

JUDICIAL LAW CLERK

Appointing Authority: The Honorable P. Hunter Anderson

OFFICE & LOCATION	CLASS	WORK SCHEDULE
Tenth Judicial District Isanti County Courthouse Cambridge, MN	Judicial Law Clerk	Full-time Mon.-Fri. – 8:00-4:30

The Honorable P. Hunter Anderson, who is chambered in the Isanti County Courthouse, Cambridge, Minnesota, is seeking a qualified person to fill a full-time Judicial Law Clerk position. *The anticipated start date is August 1, 2008.*

DESCRIPTION: Judicial clerks work directly with the District Court Judge performing legal research, drafting memoranda and jury instructions. In addition to legal research and writing, clerks have the opportunity to observe court proceedings and learn first hand how the court system operates.

The successful candidate will be articulate, self-motivated, and an excellent writer. Solid academic and analytical skills are required. Applicants must have the ability to communicate effectively, verbally and in writing. Computer literacy is important; familiarity with Westlaw and Microsoft Word/Windows operating system preferred.

MINIMUM QUALIFICATION: Graduate of an accredited law school. An attorney who has taken the Minnesota Bar Exam is preferred.

Successful candidate will be required to pass a criminal background check prior to appointment.

SALARY: \$20.43/hour (\$42,664 annual). Includes full State of Minnesota benefits package. For benefit information visit www.doer.state.mn.us.

APPLICATION DEADLINE: Applications accepted until 4:30 p.m. on Tuesday, May 27, 2008.

TO APPLY: Download an application from www.mncourts.gov, or obtain by calling (763) 279-0171. Submit completed application form, cover letter, resume, short writing sample, and unofficial transcript of grades to (*you must re-submit your application materials even if you recently applied for a clerkship within the Tenth Judicial District*):

**Tricia Hedin
Tenth Judicial District
7533 Sunwood Drive NW, Suite 306
Ramsey, MN 55303**

**Equal Opportunity Employer
Position # 00293990**