

**MINNESOTA DISTRICT COURT  
TENTH JUDICIAL DISTRICT**

**JUDICIAL LAW CLERK  
Appointing Authority: The Honorable Mary E. Hannon**

<b>OFFICE &amp; LOCATION</b>	<b>CLASS</b>	<b>WORK SCHEDULE</b>
Tenth Judicial District Washington County Courthouse Stillwater, MN	Judicial Law Clerk	Full-time Mon.-Fri. – 8:00-4:30

The Honorable Mary E. Hannon, who is chambered in the Washington County Courthouse, Stillwater, Minnesota, is seeking a qualified person to fill a full-time judicial law clerk position. *The anticipated start date is within the next three months.*

**DESCRIPTION:**

Judicial clerks work directly with the District Court Judge performing legal research, drafting memoranda and jury instructions, and managing the judge's individual caseload. 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, organized, 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 required; proficiency 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](http://www.doer.state.mn.us).

**APPLICATION DEADLINE:**

Applications accepted until 4:30pm on Monday, July 7, 2008.

**TO APPLY (Please read as we have changed our required documents):**

Download an application from [www.mncourts.gov](http://www.mncourts.gov), or obtain by calling (763) 279-0171. Submit completed application form, cover letter, resume, and unofficial transcript of grades to the address below (*NOTE: **You do NOT need to submit a writing sample at this time.** Candidates selected to interview may be required to submit one at a later date.*)

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

**Equal Opportunity Employer  
Position # 01064935**