

**MINNESOTA DISTRICT COURT  
9<sup>th</sup> JUDICIAL DISTRICT**

**JUDICIAL LAW CLERK  
Appointing Authority: Judge Kristine DeMay**

<b>OFFICE &amp; LOCATION</b>	<b>CLASS</b>	<b>WORK SCHEDULE</b>
9 <sup>th</sup> Judicial District Crow Wing County Judicial Center Brainerd, MN	Judicial Law Clerk	Full-time Exempt Position

Applications are currently being accepted for the **Judicial Law Clerk** position with Judge Kristine DeMay in Brainerd, Minnesota. This position will begin on or about January 2, 2008.

**DESCRIPTION:**

The individual selected will work with trial court Judge Kristine DeMay and will perform legal research, draft orders and memoranda, attend some hearings and trials, and assist with jury instructions. The law clerk will work on issues in all areas of the law including civil, juvenile, probate, and zoning law, with an emphasis on criminal and family law.

**QUALIFICATIONS:**

- Graduate of an accredited law school.
- Experience using a Windows operating system.
- Experience using Microsoft Word.
- Experience using Westlaw
- Successful candidate will be required to pass a criminal background check prior to appointment.

**SALARY:**

\$20.43 per hour and includes excellent State of Minnesota benefits.

**TO APPLY:**

Persons interested must mail a resume, completed application, transcript, and writing sample to:

**Jill A. Hendrickson  
Human Resources Coordinator  
Ninth Judicial District  
616 America Avenue NW #250  
Bemidji, Minnesota 56601**

Applications can be obtained on line at [www.mncourts.gov](http://www.mncourts.gov) or by calling 9<sup>th</sup> District Administration at (218)759-4361.

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.**

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