

**MINNESOTA DISTRICT COURT
FIRST JUDICIAL DISTRICT**

**JUDICIAL LAW CLERK
Appointing Authority: Honorable Michael Mayer
Position #00292570**

OFFICE & LOCATION	CLASS	HOURS OF WORK	TYPE OF RECRUITMENT
First Judicial District Dakota County District Court Hastings, MN	Judicial Law Clerk Exempt Unrepresented	Full-time 40 hrs/wk M-F 8:00 – 4:30	Internal and External

The First Judicial District continually accepts applications for Judicial Law Clerk positions. Judges utilize the pool of applications to fill vacancies as they occur and positions are filled as quickly as possible. **Judge Mayer is currently reviewing applications on file with the First District HR Office.** Qualified individuals who do not currently have an application on file are strongly encouraged to apply.

RESPONSIBILITIES: Judicial clerks work directly with a District Court Judge performing legal research and drafting memoranda. In addition to legal research and writing, clerks have the opportunity to observe court proceedings and to learn first hand how the court system operates. The First Judicial District operates on a daily calendar system, which means that clerks have the opportunity to work on a variety of assignments and observe many different types of court proceedings. Judge Mayer participates in the juvenile rotation in Dakota County every three months.

Applicants must have the ability to effectively communicate with attorneys and pro se parties, orally and in writing; prepare and summarize case files in advance of hearings; monitor cases under advisement; draft proposed orders; and research using Westlaw. Computer literacy is important; familiarity with Microsoft Word/Windows operating system is preferred. Specific duties and assignments may vary between judges.

MINIMUM QUALIFICATIONS: Graduate of an accredited law school. **Successful candidate will be required to pass a criminal background check.**

ADDITIONAL DESIRED QUALIFICATIONS: Excellent writing skills; experience with Westlaw.

SALARY: \$20.43 per hour, with full State of Minnesota benefits.

APPLICATION DEADLINE: Open until filled.

TO APPLY: First District Law Clerk application can be obtained online at <http://www.mncourts.gov/?page=1552> or by calling (651) 438-8485. All applications must include a recent law school transcript, a legal research writing sample, and a resume. **If a current application is on file, there is no need to submit an application in response to this posting.** Applications remain active for 90 days.

Submit completed application and additional documentation to: Human Resources, First Judicial District Administration, Dakota County Judicial Center, 1560 West Highway 55, Hastings, MN 55033; Fax (651) 438-4302; HR.Manager@courts.state.mn.us