

<b>MINNESOTA DISTRICT COURT 7th JUDICIAL DISTRICT</b>		
<b>JUDICIAL LAW CLERK</b> <b>Appointing Authority: The Honorable Ann Carrott</b>		
<b>OFFICE &amp; LOCATION</b> Douglas County Courthouse Alexandria, MN	<b>CLASS</b> Judicial Law Clerk	<b>WORK SCHEDULE</b> Full-time Mon.-Fri. – 8:00-4:30

**DESCRIPTION:** Judge Ann Carrott chambered in the Douglas County Courthouse, Alexandria, Minnesota, is seeking qualified candidates for a judicial law clerk position. Duties include preparing memoranda and opinions, preparation of jury instructions, conducting legal research, and trial attendance. The law clerks and the judges have a close working relationship that affords the clerk an opportunity to observe how judges reason and arrive at their decisions. A law clerk can expect a comprehensive experience in many facets of the law.

**MINIMUM QUALIFICATION:**

- Graduate of an accredited law school.
- Attorney who has taken the Bar is preferred.
- Candidates must pass a criminal background check in order to be eligible for employment.

**SALARY:** \$20.43 per hour – Employees will have the State of Minnesota benefits package.

**APPLICATION DEADLINE:** Applications accepted until this position has been filled.

**TO APPLY:** To request an employment application form, please call (320) 656-6555, or download from [www.courts.state.mn.us](http://www.courts.state.mn.us). Submit a letter of application, resume, one writing sample and transcript of grades to:

Seventh Judicial District  
Attn: Law Clerk-Judge Ann Carrott  
Box 1836  
St. Cloud MN 56302  
Position # 00293640  
EOE