

THE JUDICIAL BRANCH OF THE NAVAJO NATION

JOB VACANCY ANNOUNCEMENT

POSITION NO: 245416 Date Posted: April 25, 2024
 CLASS CODE: 9023 Closing Date: **Open Until Filled**
 POSITION TITLE: **Judicial Law Clerk**
 DEPARTMENT NAME: Crownpoint District Court
 WORKSITE LOCATION: Crownpoint, New Mexico

WORKS DAYS/HOURS:		POSITION TYPE:	SALARY INFORMATION:	
Days:	Monday - Friday	Permanent:	<input checked="" type="checkbox"/>	Salary Range: \$63,642.24
Hours:	8AM to 5PM	Temporary:	<input type="checkbox"/>	Hourly Range: \$30.48
No. Hrs./Wk.:	40	Part-Time:	<input type="checkbox"/>	Grade/Step: CE67A

DUTIES AND RESPONSIBILITIES

Under the immediate supervision of a judge or justice, performs work of great difficulty with responsibility to assist in various legal writing and research projects; works under the guidance and direction of assigned principal judge or justice; conducts legal or case research; assists in preparing cases for adjudication; provides drafting and editing support to judges and justices; and performs related duties as assigned.

Supreme Court Judicial Law Clerk: Prepares and assists Supreme Court law clerk and justices with facts of the case and legal issues on appeal. Reviews files and pleadings on appeal. Reviews preliminary determinations on applications for further appellate review. Drafts case summaries. Drafts various proposed court orders. Updates internal legal reference manuals and court rule drafts. Assists in drafting sections of opinions. Conducts legal research and verifies legal authority for Supreme Court law clerk and justices. Analyzes case files to prepares bench memoranda. Recommends disposition of appeals. Attends oral arguments.

District Court Judicial Law Clerk: Reviews pleadings and briefs. Researches issues of law. Conducts research to assist judges with decision making. Prepares drafts of memoranda and opinions, and proofreads drafts written by judges. Observes court proceedings and assists with tasks related to conducting trials. Discusses cases with the judges to prevent raising concurring or conflicting opinions.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

By the time of appointment to a law clerk position, the appointee must meet the following requirements:

Graduated from an ABA-accredited law school or certified as having completed all law school studies and requirements and merely awaiting conferment of degree; and possess exceptional legal research and writing skills.

Preferred Qualifications:

Completion of federal Indian law class or similar coursework.

Special Knowledge, Skills and Abilities:

Excellent legal research and writing skills. Knowledge of laws, rules, and court procedures. Ability to prepare legal memoranda and draft decisions. Strong attention to detail. Ability to analyze legal arguments, research the law and provide concise analysis.

License/Certification Requirements:

Must possess a valid state driver's license. Within 90 days of employment, must obtain and pass a criminal background check.

THE JUDICIAL BRANCH OF THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. Revised: October 01, 2010

CONTACT INFO: Judicial Branch Human Resources
 Post Office Box 520 Window Rock, Arizona 86515

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