

Qualifications

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

- + From an accredited law school graduate or certified as having completed all law school studies and requirements and merely awaiting conferment of degree; and
- + Exceptional research and writing skills.

The Judicial Law Clerk appointee must undergo a criminal background check.

How many Judicial Law Clerks are appointed each year?

In 2024, there will be five (5) District Court Judicial Clerks and one (1) Supreme Court Judicial Clerks appointed. In 2025, there will be five (5) District Court Judicial Clerks and one (1) Supreme Court Judicial Clerks appointed.

Applications are due May 12, 2024 this year. Do I need to submit all parts of my application by the application deadline?

Yes, clerking applications consist of four parts:

- + An application;
- + A cover letter, resume, and transcripts;
- + Two letters of references; and
- + A writing sample (5-7 pages).

Fall 2024 Positions Available

Appellate Court Clerkships

- ◆ Supreme Court Judicial Clerk

District Court Judicial Clerkships

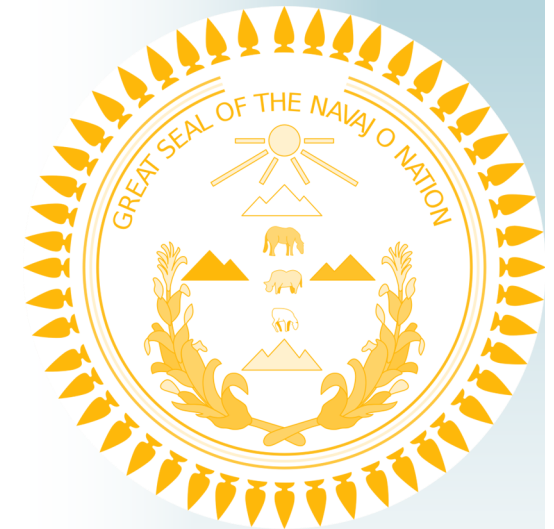
- * Chinle Court
- * Crownpoint Court
- * Shiprock Court
- * Tuba City Court
- * Window Rock Court



Navajo Nation Office of the Chief Justice

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Navajo Nation Hashkééjí Nahat'á



Judicial Clerkship Two Year Program



The Navajo Nation Hashkééjį Nahat'á (Judicial Branch) offers two types of clerkship opportunities: clerkships with district courts and with the Supreme Court of the Navajo Nation. In each of these roles, clerks hone their legal research and writing skills, gain valuable experience and insight into the important work of the Navajo Nation courts, and contribute to access to justice for the people we serve. Both clerkships require graduation from an accredited law school as well as admission to the Navajo Nation Bar Association and a qualifying state bar within two (2) years of appointment.



Duties of Judicial Law Clerks

The duties and functions of a Navajo Nation Judicial Law Clerk are determined by the employing judge/justice. In most chambers, Judicial Law Clerks concentrate on legal research and writing. Typically, the broad range of duties assigned to a law clerk includes conducting legal research, preparing bench memos, drafting orders and opinions, proofreading the judge's orders and opinions, verifying citations, communicating with counsel regarding case management and procedural requirements, and assisting the judge during courtroom proceedings. Some judges also may assign maintaining chambers library, and other administrative duties to the Judicial Law clerk.

Judicial Law Clerks are expected to work cooperatively with Judicial Branch employees. The appointing judge must be confident in the law clerk's professionalism in interacting with counsel, litigants, and the public. A law clerk is bound by the ethical standards established by the Judicial Code of Conduct and Employee Code of Conduct.

Two Year Term Appointment - Navajo Nation District Court Judicial Law Clerkship

- + Fall 2024 – five (5) District Court Judicial Law Clerks will be appointed.
- + Fall 2025 – five (5) District Court Judicial Law Clerks will be appointed.

Two Year Term Appointment - Navajo Nation Supreme Court Judicial Law Clerkship

- + Fall 2024 – one (1) Supreme Court Judicial Law Clerk will be appointed.

Cont.,

- + Fall 2025 – one (1) Supreme Court Judicial Law Clerk will be appointed. Career in Public Service

Our mission and vision acknowledge our statutory responsibilities. They also acknowledge that our commitment for the efficient, fair, and respectful resolution of conflicts brought before our courts and peacemakers extends well beyond adjudication. Our work extends into the community in the restoration of harmony, rehabilitation of individuals and families, and the protection of the public. As such, the court system is committed to operating with integrity and ensuring that all people who the courts serve are treated with respect and professionalism.

Salary and Benefits

- + Competitive salaries
- + Regular work schedule
- + 14 paid holidays
- + 13 paid vacation days
- + Excellent retirement benefits including Navajo Nation Pension and employer match 401(K)
- + Comprehensive health insurance
- + Professional growth and development

How to Apply

If you are interested in applying for Fall 2024 Supreme Court or Judicial District Court Clerkships please contact Ms. Cherie Espinosa, Associate Attorney with the Office of the Chief Justice at ocjprogram@navajonnsn.gov.

Please see our frequently asked questions handout for more details on the application and interview process.