

Law Clerk - Temporary

The Burleigh County Human Resource Department will be accepting applications from **Tuesday, February 9, 2010, through Monday, March 1, 2010**, for the position of Temporary Law Clerk available in the State's Attorney's office. The description below contains a general summary and specific outlines for duties for Temporary Law Clerk. A complete job description is available at the Human Resource office. Exceptional opportunity to receive actual court experience.

Number of Openings: One

Type of Recruitment: Internal/External

Starting Salary: \$14.22 per hour – approximately 40-hour work week, Monday through Friday.

Minimum Qualifications:

- Must be a second year law school student from an accredited law school working toward a juris doctorate degree.
- Must be eligible for practice under the rules for limited practice of law by law students.
- Applicants will be subject to a post offer criminal background check.

Duties and Responsibilities:

- Assist with the preparation of legal documents, pleadings, motions, briefs and orders; appear in court as required.
- Assist with legal research and criminal prosecutions including jury trials and appeals.
- Assist attorneys with legal work and anything that is quasi-legal in nature.
- Perform other duties as required and assigned.

Knowledge, Skills and Abilities:

- Communicate clearly and concisely, orally and in writing.
- Knowledge of appropriate legal terminology necessary.
- Thorough knowledge of purpose and content of documents required and used within the court system.
- Must be proficient with word processing software, and possess excellent typing skills.

How to Apply:

- Applications must be submitted on a Burleigh County Application for Employment form along with a cover letter and resume listing three professional references, writing sample (not a law review article or case comment), and law school transcript to: **Burleigh County Human Resources, 221 N 5th St., PO Box 5518, Bismarck, ND 58506-5518**. Applications must be received or postmarked by **March 1, 2010**. Email: ajhorner@nd.gov. Telephone number: (701) 222-6669. Fax Number: (701) 221-3395.
- Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preferences must also include Form DD214 and a letter less than one year old from the Dept. of Veteran's Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate, and a letter less than one year old from Dept. of Veteran's Affairs indicating disability, or the veteran's death certificate.
- Application forms are available through Burleigh County Human Resource Department or may be downloaded from the Internet at the following address : <http://www.co.burleigh.nd.us/employment/>
- People who may need additional job information or may require accommodation or assistance with the application or interview process should contact Aggie Horner at 701-222-6669.

Equal Opportunity Employer:

The employing agency does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.