

DISTRICT COURT LAW CLERK POSITION

The District Court of the Second Judicial District, Albany County, located in Laramie, Wyoming, seeks to hire as a Law Clerk the most qualified individual possessing strong communication, research, writing, and analytical skills. This at-will position is intended to be full-time and on-site. Employment likely will commence between January 2017-August 2017, depending upon the candidate.

SUMMARY: This at-will position involves work as a trial court law clerk, with some appellate law clerk duties. The position involves performance of professional legal research and other related work in the preparation of memoranda, opinions, jury instructions, or orders for a judge. Work is performed under the general supervision of the judge and is reviewed through conferences and submitted work. The Law Clerk will gain practical experience while acquiring valuable insight into the judicial process.

DUTIES: General expected duties for this position include: reviewing laws, court decisions, documents, opinions, briefs, and related legal authorities; researching the law for issues arising during hearings and trials; preparing briefs, legal memoranda, opinions, and judgments for review by the judge, including appropriate suggestions or recommendations to the judge; preparing jury instructions and verdict forms; compiling references on laws and decisions necessary for legal determinations; conferring with the judge concerning legal questions, construction of documents and orders; observing judicial proceedings; attending conferences with litigants, attorneys and the judge; and, attending court sessions to hear oral arguments, record necessary case information, and maintain notes attendant to court proceedings. The Law Clerk will be expected to satisfactorily perform and complete such work as the judge may assign and direct, and may involve some travel to other courts. This job description and outline of duties in no way states or implies that these are the only duties to be performed. The Law Clerk is expected to perform such other duties as may be necessary, assigned and/or directed.

MINIMUM QUALIFICATIONS: The applicant must be a graduate from an accredited law school and be admitted to practice law in Wyoming within one year of appointment.

TERMS: Employment is “at will” with an anticipated term of 1-2 years. Salary will be commensurate with qualifications and experience. The starting gross annual salary is \$53,146. Some state benefits are provided in addition to salary.

APPLICATIONS: Applicants should submit a letter of interest in the position, together with a résumé (including references, transcripts, and relevant qualifications and experience), and one legal writing sample completed solely by the applicant, not exceeding ten pages in length (on 8½ X 11 paper) to:

Hon. Tori R.A. Kricken
Second Judicial District Court
P.O. Box 1106
Laramie, WY 82073

Fax or e-mail applications will not be considered.

DEADLINE: Applications must be received by 5:00 p.m. on November 30, 2016.