

**AMENDED\***

**POSITION TITLE:** Judiciary Law Clerk  
**COURT TERM:** August 25, 2017 through August 31, 2018  
(Unclassified)

**OPENING DATE:** April 20, 2016  
**CLOSING DATE:** March 31, 2017  
**ANNOUNCEMENT:** #16-50-15

	<u><b>SALARY **</b></u>
Supreme Court	\$63,033
Superior Court Appellate Division	\$57,550
Superior Court Assignment Judge	\$52,755
Superior Court Chancery Division, General Equity	\$52,755
Superior Court Chancery Division, Family	\$48,599*
Superior Court Law Division (Civil and Criminal)	\$48,599*
Tax Court	\$48,599*

\*Amended to update salary information.

\*\*Law Clerk salaries are based on a 53 week court term. These are salary levels for the 2016-2017 Court Term. The salaries for the 2017-2018 Court Term are to be determined based on funding availability.

**POSITION DESCRIPTION**

Start your legal career in a court system recognized as one of the best in the nation and enhance your future career prospects. Professional law clerk positions are available in the New Jersey Judiciary for individuals with strong communication and analytical skills. Supreme Court law clerks work with justices on complex cases involving difficult issues of law. Appellate Division law clerks conduct research, analyze legal data, prepare legal memoranda, process emergent motion applications, and proofread published opinions. Law clerks for assignment judges learn all aspects of court administration and assist with processing emergent motions. Trial court law clerks gain practical experience while gaining valuable insight into the judicial process. Under the direction of one or more judges over the course of the year, trial court law clerks observe judicial proceedings, attend conferences with attorneys and judges, receive training in mediation and mediate small claims cases and summarize information for judges. Tax Court law clerks perform duties similar to those assigned to law clerks in the Appellate Division and trial courts, but do not mediate cases.

**NOTE:** Law clerks may hold outside employment with prior approval as provided in the Code of Conduct for Judiciary Employees. The Code is available online at <http://www.judiciary.state.nj.us/rules/appemploy.htm>.

**REQUIREMENTS**

**EDUCATION:** Law clerks must have graduated from a law school approved by the American Bar Association by the time of their law clerk appointment. The Judiciary’s law clerkship program is intended for recent law school graduates who have not yet engaged in the practice of law. Selected candidates will be required to provide an **official, final law school transcript**, not a photocopy, which includes the date of graduation from their law school at the time of hire. Excellent writing and analytical skills are essential.

**MEDIATION TRAINING:** It is helpful to have completed a course in mediation prior to the start of the clerkship. Under Court Rule, all trial court law clerks who will serve as mediators must first complete the Judiciary sponsored 12-hour mediation training or its equivalent. Applicants selected for clerkships can request a waiver from attending the Judiciary’s training program at the start of the court term by providing documentation that confirms that they successfully completed an approved alternative dispute resolution course.

**DRIVER’S LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

**SPECIAL NOTE:** Individuals selected for clerkships must agree to a thorough background check, which will include fingerprinting. All data received will be kept in the strictest confidence except to inform the individual of the findings and what action will be taken as a result of this information.

**AUTHORIZATION TO WORK:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey. Law clerks are not subject to the residency law during their 53 week term. Additionally, law clerks who serve a second clerkship in a higher court are exempt from the residency requirement. Clerks who anticipate moving into another state position immediately following their clerkship(s) must be mindful that, upon conclusion of their clerkship term, they will need to be New Jersey residents.

**INFORMATION FOR APPLICANTS**

Approximately 480 clerkships are available. Of those, a limited number of clerkships exist for the Supreme Court, Superior Court Appellate Division, Superior Court Assignment Judges, Superior Court Chancery Division in general equity court, and in the Tax Court. Applicants interested in those positions should apply early during the hiring process. Most openings exist in the Superior Court Law Division in civil and criminal court, and Superior Court Chancery Division in family court. For additional information see the Judiciary’s website at [www.judiciary.state.nj.us/lawclerks](http://www.judiciary.state.nj.us/lawclerks). Minorities, women, individuals with disabilities and other protected class members are encouraged to apply.

**NOTE:** Individuals who have served or are currently serving a trial court or Tax Court clerkship may be eligible to serve an additional one- year clerkship in the Appellate Division or Supreme Court.

**HOW TO APPLY**

**There are two ways to apply for a clerkship. Applicants are encouraged to apply early as indicated below.**

<p>Applicants may send a cover letter and resume directly to individual justices and judges. These documents should include the month and year the juris doctor degree will be awarded and any specific area of interest of law. You may include writing samples, transcripts, recommendation letters or a list of references with your applications. Judges’ chambers addresses are on the Judiciary website at <a href="http://www.judiciary.state.nj.us/directory/judgtara.pdf">www.judiciary.state.nj.us/directory/judgtara.pdf</a>. Candidates will be contacted directly by the justices or judges for interviews for the court term that begins August 25, 2017.</p>	<p><b>AND/OR</b></p>	<p>Applicants may also email a cover letter and resume to the Judiciary Human Resources Office, at <a href="mailto:lawclerkresumes.mailbox@judiciary.state.nj.us">lawclerkresumes.mailbox@judiciary.state.nj.us</a>. Please include the announcement #16-50 in the subject line of your email submission. Include in your cover letter the announcement number #16-50, the month and year the juris doctor degree will be awarded, and day and evening telephone numbers. You may indicate a preference for the court, division, and employment location in your e-mail. Do not send writing samples, transcripts, recommendation letters or references to the Human Resources office. Resumes sent to the Human Resources office will be made available to all justices and judges, who will directly contact potential candidates for interviews for the court term that begins August 25, 2017. Resumes for the 2017-2018 court term will be accepted until March 31, 2017.</p>
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