



Minnesota Judicial Branch Law Clerk, Aitkin County, for the Honorable David Hermerding

SALARY	\$65,229.12 - \$78,279.12 Annually	LOCATION	Aitkin, MN
JOB TYPE	Full Time	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	000001	DEPARTMENT	Ninth Judicial District
DIVISION	Aitkin County	OPENING DATE	05/02/2024
CLOSING DATE	Open Until Filled		

Description

Judge David Hermerding is seeking a motivated, professional individual to serve as a judicial law clerk. Judicial clerkships are an excellent learning experience and provides the clerk a unique opportunity to hone research and writing skills while gaining in depth experience in a wide variety of legal issues. Judicial clerkships offer insights into the judicial decision-making process and practical litigation experience and provides an opportunity to interact with and observe a large number of practicing attorneys, providing exposure to a wide range of legal styles and abilities. Law clerks also benefit from a close mentor relationship with their judge. The successful applicant will have a good academic record, excellent research and writing skills, and the ability to work both individually and as part of a highly energetic team. Applicants must have the ability to communicate effectively, verbally and in writing. Computer literacy is important, familiarity with Westlaw and Microsoft Word/Windows operating system preferred.

This position has opportunities for a flexible work environment with the ability to work remotely some of the time.

Law Clerks work directly with the District Court Judge performing legal research, drafting legal documents, jury instructions, correspondence, memoranda, draft orders, and other writings as required. The law clerk will communicate orally and in writing with pro se litigants, attorneys, county and court personnel, and other members of the public as directed by the judge. The law clerk will assist the judge in managing cases through the court system as directed. In addition to work assignments, law clerks have the opportunity to observe court proceedings and learn firsthand how the court system operates. This position will provide direct experience with a wide breadth of case types and legal issues, opportunity to observe hearings and trials, enhancement of writing skills, ability to work closely and develop relationships with other law clerks and judges, reasonable work hours / work life balance.

Law Clerks are at-will employees, and the work is performed under the supervision of a District Court Judge.

Example of Duties

- Reviews, studies, research, and annotates laws, court decisions, documents, opinions, briefs, and related legal authorities.
- Prepares briefs, legal memoranda, and statement of issues involved, including appropriate suggestions or

recommendations to the justice or judge.

- Compiles references on laws and decisions necessary for legal determinations.
- Confers with justice, judge or court official concerning legal questions, construction of documents and granting of orders.
- Attends court sessions to hear oral arguments and records necessary case information; maintain records attendant to court proceedings.
- May perform courtroom duties including calling the calendar; swearing in jury panels and witness; taking court minutes; and assisting in various court proceedings such as arraignments, motions, hearings, pre-trial conferences, and trials.

Typical Qualifications

- Knowledge of general law, state law, established precedent, and sources of legal reference.
- Graduate of an accredited law school.
- Knowledge of court practices and procedures.
- Knowledge of legal terminology and concepts.
- Ability to communicate clearly and concisely, both orally and in writing, with a diverse group of people, including attorneys and pro se parties.
- Ability to research complex legal problems or questions and apply legal principles.
- Ability to represent the court in a respectful manner.
- Ability to establish and maintain effective working relationships with others.
- Familiarity with Microsoft products, including legal research software is preferred.

Supplemental Information

To apply to this position, email Ruth Bender at ruth.bender@courts.state.mn.us with the following attachments: cover letter, resume, transcripts and writing sample.

Full State of Minnesota Benefit package.

District court law clerks will be placed within the pay range based upon post law school graduation legal work experience.

Please apply for this position by emailing Ruth Bender at ruth.bender@courts.state.mn.us with the following attachments: cover letter, resume, transcripts and writing sample (no more than 10 pages).

It is the policy of the Minnesota Judicial Branch that all decisions regarding employment are made without discrimination on the basis of disability. Please let us know if you need a reasonable accommodation for a disability to participate in the employee selection process by contacting HR, Ruth.Bender@courts.state.mn.us

If you have questions about this position, please contact us at:

Ruth.Bender@courts.state.mn.us

"The Minnesota Judicial Branch (MJB) is committed to providing fair and equal access to justice. If you share this same commitment, desire a meaningful career serving the public, and want the opportunity to make a difference for your community, consider a career with us. We celebrate and are committed to the principles of diversity and inclusion, and actively seek and encourage applications from persons with diverse backgrounds and characteristics. Minnesota Judicial Branch employees consistently express pride in their public service and in the quality of

programs and services provided to customers, as well as appreciation for the teamwork and collaboration that is promoted within the MJB."

Agency

Minnesota Judicial Branch

Address

25 Rev Dr Martin Luther King Jr Blvd

St Paul, Minnesota, 55155

Phone

651/284-3863

Website

<http://www.mncourts.gov/>

Law Clerk, Aitkin County, for the Honorable David Hermerding Supplemental Questionnaire

QUESTION 1

Have you passed the Bar Exam?

- Yes
- No

QUESTION 2

If you have not passed the Bar Exam, have you taken the Bar Exam and are awaiting results?

QUESTION 3

If you have not passed the Bar Exam, are you scheduled to take it?

- Yes
- No

QUESTION 4

What is your work environment preference? *On-site *Hybrid *Fully Remote

* Required Question