

LAW CLERK POSITION INFORMATION:

This is a full-time position as Law Clerk for the Honorable Rosemary Emory. Judge Emory is a district judge in Idaho's Fifth Judicial District, chambered in Jerome, Idaho. She also travels to the Gooding and Twin Falls County Courthouses.

The Clerkship is for a term of one to two years. Law clerks will obtain experience writing and editing judicial opinions, conducting research on a variety of legal topics, and observing courtroom proceedings. This is a writing intensive position, and the clerk can expect to draft and edit numerous decisions and judgments. Law clerks must have a basic understanding of procedural rules, criminal law and civil law. Work is performed in an office and courtroom setting.

The following application materials must be emailed to remory@co.jerome.id.us with "Law Clerk Application" in the subject line:

1. Cover Letter;
2. Résumé;
3. Transcript and Class Rank;
4. Writing Sample (maximum 10 pages);
5. References (3); and
6. Letters of Recommendation (optional).

Anticipated Start Date: 2024, with some flexibility on start date

Deadline to Apply: Open until filled, initial review of applicants July 15, 2024.

Starting Salary: \$80,000.00 plus benefits

DUTIES AND RESPONSIBILITIES (*illustrative only and may vary by assignment*):

- Assists the judge in applying the law to cases and motions before the court;
- Performs research of legal issues;
- Drafts memos, opinions, jury instructions and orders for the judge;
- Helps troubleshoot technical difficulties in the courtroom;
- Confer with Judge Emory regarding legal questions and construction of documents;
- Review dockets of pending litigation to ensure adequate progress;
- Meet deadlines and prioritize tasks;
- Communicate and coordinate regularly with appropriate co-workers to maximize the effectiveness and efficiency of court operations and activities;
- Retain accurate and complete document files and correspondence for cases;
- Maintain strict confidentiality in all cases;
- Assist other department and County employees as needed or requested;
- Perform all work duties and activities in accordance with County policies, procedures, and safety practices;
- Engage in active discussion with Judge Emory on issues before the court;
- Help train incoming law-clerk;
- Perform other duties as assigned.

MINIMUM REQUIREMENTS:

- Juris Doctorate from an accredited college or university;
- Either have taken or be scheduled to take a bar exam;
- Basic knowledge of Court services, laws, legal codes, legal databases (WestLaw), court procedures, precedents, government regulations, executive orders, agency rules, and the political process;
- Understanding of current office practices and procedures, data entry and record keeping;
- Excellent skills in English grammar, spelling, punctuation, composition, BlueBook and Chicago Style Citations;
- Skill and Ability to:
 - Research and identify essential information pertinent to a case or a judge's request;
 - Analyze and apply the law to specific facts;
 - Prepare legal documents;
 - Speak clearly and communicate accurate information to others;
 - Use English to communicate effectively with others;
 - Proficiently operate computers, software programs, such as Microsoft Word, Excel, Power Point, or similar office software to create documents and other materials, maintain information, and generate reports;
 - Listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels;
 - Follow verbal and written instructions;
 - Work independently and exercise initiative, with general guidance and supervision;
 - Use good judgment to make sound and reasonable decisions and recommendations;
 - Always maintain a professional demeanor;
 - Maintain confidentiality;
 - Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
 - Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
 - Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public;
 - Successfully pass a drug test and background investigation relevant to the position and remain in good standing for the duration of employment with the County.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, or manipulate tools used in performing the essential functions of the classification, and reach with hands and arms. The employee must (occasionally or frequently) lift and/or move up to 25 pounds and, infrequently, up to 50 pounds. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.