



An Invitation to Apply

Law Clerk I

Nome Superior Court

\$5,433.00 Monthly

Open Until Filled

The Position and Organization

The Alaska Court System (ACS) is accepting applications for a Law Clerk to serve a Superior Court Judge in Nome. This position will be available November 1, 2017 and may extend through the 2018-2019 term. The incumbent will perform research relating to motions before the court, summarize case files, and prepare memoranda and recommendations. The position may organize files, review case files for procedural sufficiency, and review orders and judgments prepared for signature.

The Ideal Candidate

An applicant should have the ability to:

- Draft legal documents, reports, and correspondence independently or from general oral and written instructions;
- Effectively establish priorities and function with a high degree of independence;
- Use legal resources such as the Alaska Rules of Court and Alaska Statutes;
- Work cooperatively with others.

Minimum Qualifications

Graduation from an accredited law school with an LLB or JD.

Compensation and Benefits

The current monthly salary for this position is **\$5,433.00**. The ACS provides a variety of benefits for eligible employees, which are a significant part of the total compensation package. The following are typical benefits available to law clerks:

- Medical and dental coverage for employee and eligible dependents;
- Vision plan (optional);
- 11 paid holidays per year;
- Personal leave accrual based on years of creditable state service;
- Alaska Supplemental Annuity Plan (SBS) in lieu of contributions to Social Security;
- Alaska Deferred Compensation Plan (optional).

To Be Considered

Submit a cover letter, comprehensive resume, law school transcripts, a brief writing sample not substantially edited by someone else, and two letters of recommendation from law professors or others familiar with the applicant's work.

By email: recruitment@akcourts.us

By regular mail:

Alaska Court System
Human Resources Department
820 West Fourth Avenue
Anchorage, AK 99501