



THE SUPREME COURT OF NEVADA
invites applications for the position of:

Law Clerk (2024) - Supreme Court, Carson City and Las Vegas

SALARY: \$87,102.01 annually

DEPARTMENT: Supreme Court

OPENING DATE: 4/12/2023

CLOSING DATE: Continuous

DESCRIPTION:

The Justices of the Nevada Supreme Court are now accepting applications for law clerkships that will begin in the **Summer/Fall of 2024**. Law clerks work for an individual Justice and assist them with processing appeals and writ petitions. Law clerks conduct a broad range of duties, including legal research, preparing bench memos, drafting orders and opinions, and proofreading and editing other work produced in chambers. A clerkship will be for either a one-year or a two-year term depending on individual Justice preference. Positions are located in Carson City and Las Vegas.

Positions may require working occasional holidays, nights, and/or weekends. Employees may be required to travel out of town on a periodic, as needed basis.

This is a fantastic opportunity to work for Nevada's highest court!

EXAMPLES OF ESSENTIAL DUTIES:

- Review cases assigned to chamber and determine with co-clerk how to divide workload equally.
- Obtain necessary materials to research cases.
- Prepare concise, well organized Bench Memos.
- Attend oral arguments.
- Draft dispositions under the direction of the Justices.
- Handle cases on appeal.
- Handle original petitions and petitions for rehearing.
- Edit own work product and that of co-clerk.
- Review petitions for En Banc proceedings.
- Conduct research in a thorough and meticulous manner.
- Review all current decisions published by this court.
- Keep abreast of decisions from other courts that may be applicable to currently pending Nevada cases.
- Maintain library and office records.
- Proofread dispositions.
- Assist with dispositions at the direction of the justice.

- Conduct building tours for groups visiting the court.

TYPICAL QUALIFICATIONS:

- **Applicants must have graduated from an ABA-accredited law school with a Juris Doctorate by the start of the clerkship, preferably in the top 20%.**
- Law review or other journal experience is desirable.
- Law clerks must possess exceptional legal research and writing abilities, must be flexible, and must be motivated to work independently to produce high quality work in a fast-paced appellate environment.

Applicants are required to submit a Cover Letter, List of References, Resume, Writing Sample and Transcripts.

SUPPLEMENTAL INFORMATION:

Nevada offers sunshine and recreational opportunities abound including golfing, biking, off-roading, hiking, skiing, and fishing. Nevada's beautiful landscape, exciting adventures, and thriving economy are just a few of the reasons to join the Silver State workforce!

Benefits include:

- **Health Insurance:** medical, dental, life and disability insurance programs for employees and dependents/family are offered.
- **Holidays:** 12 paid holidays per year.
- **Retirement:** Participation in the Nevada Public Employee Retirement System (PERS).
- **Deferred Compensation:** The State has a voluntary deferred compensation program.
- **No Nevada state income tax.**
- **Flexibility:** a work-life balance beyond compare!

Please note that the posted salary is subject to a 17.5% reduction as this amount is paid into the Public Employees' Retirement System (PERS). This is refundable upon the end of employment but is subject to taxation.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.nvcourts.gov/>

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