

# Law Clerk

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**Job Code:** JD01831

**Location:** Golden, CO

**Department:** 1<sup>st</sup> Judicial District Trial Courts

**Posted:** 09/26/2022

**Closes:** 10/25/2022

**Position Number:** multiple positions

**FTE Level:** 1.0

Apply at:

<https://coloradojudicial.recruitmentplatform.com/details.html?jobId=1413&jobTitle=Technical%20Support%20Team%20Lead>

## POSITION INFORMATION

Job Code: R45010

Full Time Salary Range: \$4,516.00 - \$6,251.00

FLSA Status: Excluded

Click [here](https://www.courts.state.co.us/Careers/Benefits.cfm) for information on employee benefits: <https://www.courts.state.co.us/Careers/Benefits.cfm>

This posting may be used to create a Talent Pool. Talent Pools may be used for a period of 10 months after the closing date on a job posting.

## MISSION STATEMENT

At the Colorado Judicial Department our mission is to provide a fair and impartial system of justice that:

- Protects constitutional and statutory rights and liberties
- Assures equal access
- Provides fair, timely and constructive resolution of cases
- Enhances public safety
- Supervises offenders
- Facilitates victim and community reparation

## STATEMENT OF DUTIES

**General Statement Of Duties:**

Provides assistance and research to a district court judge in the Colorado Judicial Department.

**Distinguishing Factors:**

Positions in this classification are distinguished from legal research attorneys due to the concentration

on legal services for a district judge and often includes courtroom and bailiff duties. Supervision is received from a District Court Judge. The Law Clerk is a classified, non-certified position that is considered at-will and may be terminated at any time with or without cause.

## **ADDITIONAL COMMENTS**

This posting is to create an eligibility list for fall 2023 openings. The first review date will be October 10, 2022 but applications will be accepted until all positions are filled. To apply, please submit:

- Resume
- Cover Letter
- Short Writing Sample
- Unofficial law school transcript

\*\*\*These materials, including letters of recommendation, must be submitted along with the application through TalentLink. You will not have an opportunity to submit materials at a later time. Materials, including letters of recommendation, will not be accepted via email.

## **ESSENTIAL FUNCTIONS**

- Researches, studies, and annotates laws, court decisions, documents, opinions, briefs, and related legal authorities to process suits, trials, hearings, appeals, and other litigated matters.
- Reads and digests opinions, briefs, and motions and extracts excerpts pertinent to points of law and fact.
- Prepares briefs, legal memoranda, and statement of issues involved in a case, including appropriate suggestions or recommendations to the judge.
- Inspects courtroom for cleanliness, orderliness, proper heat, light, and ventilation; opens court by announcing the entrance of the judge.
- Maintains the order, decorum, and dignity of the court by seating jurors, witnesses, and spectators in specific areas of the courtroom and by ejecting persons disturbing court proceedings.
- Arranges for food and lodging for jurors, and is responsible for the security of the jury so as to preclude mistrials.
- Obtains and delivers file jackets, minutes, supplies, forms and related items necessary for use by the judge and the staff.
- Attends meetings and training as required.
- Performs other duties as assigned.

### **Supervisor Responsibilities:**

No formal supervisory responsibility. Responsibility for one's own work product and work within a unit performing similar functions. Rarely provides lead function, advice, or explains work instructions to other employees or volunteers.

## **MINIMUM QUALIFICATIONS**

### **Minimum Education:**

A bachelor's degree from an accredited college or university and successful completion of two years at an accredited law school.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, and talk or hear. The employee is occasionally required to walk; use hands and arms to perform repetitive motions; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

**Work Environment:**

Occasionally handles emergency or crisis situations; frequently subject to interruptions, and multiple calls and inquiries. The noise level in the work environment is usually quiet.

**Equal Employment Opportunity, Affirmative Action, and Americans with Disability Act Employer Notice**

Each person employed must present identity and employment eligibility verification.

**NOTICE:** Employees hired after March 1, 1988, must be on the payroll direct deposit program.

**NOTICE:** Disabled applicants: If you have a mental or physical impairment, which limits one of your major life activities (e.g., walking, hearing, seeing, speaking, breathing, or learning) and require special accommodations for testing or interviewing, it is your responsibility to notify the office scheduling the interview or test at least 3 working days before the interview or test date. If you need special accommodations at the work site, you must notify the hiring authority.

**NOTICE:** All prospective employees of the Colorado Judicial Branch are subject to background investigation prior to hiring. You may obtain a copy of the EEOP Utilization Report upon request.

**INFORMATION ALERT:** Judicial Branch employees may not hold office in a political party, nor may they promote one political party or candidate over another in partisan political elections. Employees may hold non-partisan public office provided there is no conflict of interest or appearance of impropriety with the duties performed for the Judicial Branch. In all cases, it will be within the discretion of the Chief Judge of the judicial district to determine whether such a conflict exists. Employees shall seek the prior approval of the Chief Judge before seeking or assuming any such office. Work related to any office held may not be performed on Judicial Branch time. Membership on a board or commission that requires registration or party identification as a qualification is not considered to be partisan political office.