



NEW JERSEY COURTS
invites applications for the position of:

Law Clerk

SALARY: See Position Description
OPENING DATE: 06/01/21
CLOSING DATE: 08/31/22 11:59 PM
LOCATION: New Jersey (Multiple Locations)
DESCRIPTION:

Court Term: August 25, 2022 through August 31, 2023

Salary Information

Salaries listed are based on a 53 week court term. These are salary levels for the 2021-2022 Court Term. The salaries for the 2022-2023 Court Term are to be determined based on funding availability.

Supreme Court	\$ 68,229
Superior Court Appellate Division	\$ 62,294
Superior Court Assignment Judge	\$ 57,104
Superior Court Chancery Division, General Equity	\$ 57,104
Superior Court Chancery Division, Family	\$ 52,605
Superior Court Law Division (Civil and Criminal)	\$ 52,605
Tax Court	\$ 52,605

Individuals who have served or are currently serving a trial court or Tax Court clerkship may be eligible to serve an additional one year clerkship in the Appellate Division or Supreme Court.

Start your legal career in a court system recognized as one of the best in the nation and enhance your future career prospects. Professional law clerk positions are available in the New Jersey Judiciary for individuals with strong communication and analytical skills. Supreme Court law clerks work with justices on complex cases involving difficult issues of law. Appellate Division law clerks conduct research, analyze legal data, prepare legal memoranda, process emergent motion applications, and proofread published opinions. Law clerks for assignment judges learn all aspects of court administration and assist with processing emergent motions. Trial court law clerks gain practical experience while gaining valuable insight into the judicial process. Under the direction of one or more judges over the course of the year, trial court law clerks observe judicial proceedings, attend conferences with attorneys and judges, receive training in mediation and mediate small claims cases and summarize information for judges. Tax Court law clerks perform duties similar to those assigned to law clerks in the Appellate Division and trial courts, but do not mediate cases.

As of June 14, 2021, applicants may apply directly to justices or judges through the Judiciary's web-based portal. Applications will not be accepted before that date. Applicants will be contacted directly by the justices or judges for interviews on or after June 21, 2021.

To apply for a clerkship, please click [here](#) (available June 14, 2021).

Note: This position may qualify for remote work outside of Judiciary buildings. To participate in this program, you will be required to have high speed home internet access.

EXAMPLE OF DUTIES:

QUALIFICATIONS:

Law clerks must have graduated from a law school approved by the American Bar Association by the time of their law clerk appointment. The Judiciary's law clerkship program is intended for recent law school graduates, which is defined as graduating within the last four years. Selected candidates will be required to provide an **official, final law school transcript**, not a photocopy, which includes the date of graduation from their law school at the time of hire. Excellent writing and analytical skills are essential.

It is helpful to have completed a course in mediation prior to the start of the clerkship. Under Court Rule, all trial court law clerks who will serve as mediators must first complete the Judiciary sponsored 12-hour mediation training or its equivalent. Applicants selected for clerkships can request a waiver from attending the Judiciary's training program at the start of the court term by providing documentation that confirms that they successfully completed an approved alternative dispute resolution course.

SUPPLEMENTAL INFORMATION:

Note: Law clerks may hold outside employment with prior approval as provided in the Code of Conduct for Judiciary Employees. The Code is available online at https://www.njcourts.gov/public/assets/access/codeofconduct_hr.pdf?c=O3g.

Driver's License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle is necessary to perform essential duties of the position.

Authorization to Work: US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

Special Note: Individuals selected for clerkships must agree to a thorough background check, which will include fingerprinting. All data received will be kept in the strictest confidence except to inform the individual of the findings and what action will be taken as a result of this information.

Residency Law: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey. Law clerks are not subject to the residency law during their 53 week term. Additionally, law clerks who serve a second clerkship in a higher court are exempt from the residency requirement. Clerks who anticipate moving into another state position immediately following their clerkship(s) must be mindful that, upon conclusion of their clerkship term, they will need to be New Jersey residents.

Approximately 480 clerkships are available. Of those, a limited number of clerkships exist for the Supreme Court, Superior Court Appellate Division, Superior Court Assignment Judges, Superior Court Chancery Division in general equity court, and in the Tax Court. Applicants interested in those positions should apply early during the hiring process. Most openings exist in the Superior Court Law Division in civil and criminal court, and Superior Court Chancery Division in family court. For additional information see the Judiciary's website at <https://www.njcourts.gov/public/lawclerks.html>. Minorities, women, individuals with disabilities and other protected class members are encouraged to apply.

The New Jersey Judiciary consists of: the Supreme Court, the Superior Court including the Appellate Division and the Trial Court of the 15 vicinages in New Jersey, the Tax Court and the Municipal Court System. The Administrative Office of the Courts provides technical assistance, operational support, training, research and development, budget and personnel coordination, and development and operation of information systems for the Courts of New Jersey.

**The Judiciary of New Jersey is an Equal Opportunity/Affirmative Action
Employer Committed to Ensuring an Open Door to Justice**

NeoGov applicant support at 1-855-524-5627 (toll free call)
Monday through Friday, 8:00 AM to 5:00 PM Pacific Standard Time (PST)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.njcourts.gov>

Position #Law Clerk 2022-2023
LAW CLERK
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See Above
Various Counties, NJ US
