



NOW ACCEPTING LAW CLERK 1

APPLICATIONS

2023-2024 TERM

FAIRBANKS, ALASKA

The Positions and Organization

The Alaska Court System (ACS) is accepting applications for Law Clerks that will serve Superior Court Judges in Fairbanks, Alaska. The incumbents will perform research relating to motions before the court, summarize case files, and prepare memoranda and recommendations. The positions may organize files, review case files for procedural sufficiency, and review orders and judgments prepared for signature.

The Ideal Candidates

Applicants 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 salary for these positions starts at \$2,306.25 biweekly.

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 letter of interest, comprehensive resume, law school transcripts, a brief writing sample not substantially edited by someone else, and two letters of recommendation combined into one attachment if possible.

By email: cduncan@akcourts.gov

By regular mail:

Alaska Court System
Area Court Administrator
101 Lacey Street
Fairbanks, AK 99701

Fairbanks

Fairbanks is the largest city in the Interior region of Alaska and the second largest in the state. The current population of Fairbanks is roughly 32,809. The Golden Heart of Alaska is renowned for its northern lights, midnight sun, pristine rivers, and abundant wildlife.

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