

## ADMINISTRATIVE OFFICE OF THE COURTS

POSITION ANNOUNCEMENT #24-84

Location	Position Available	Salary Range	Closing Date
Supreme Court Concord, NH	Senior Law Clerk	\$76,655.80 – \$112,827 Labor Grade: 46	Open until filled

## IF YOU ARE INTERESTED IN APPLYING FOR THE POSITION ABOVE

- Step 1:**
- Print application from the *HR Job Postings* page on the website  
<https://www.courts.nh.gov/sites/g/files/ehbemt471/files/documents/2021-04/nhjb-2099-dfps.pdf>

(Applications are required. Resumes may be submitted to supplement the Application, and should be sent in the same fashion as described in step 2.)

- Step 2:**
- e-mail application to: [applications@courts.state.nh.us](mailto:applications@courts.state.nh.us)
  - or fax application to: (603) 513-5454
  - or mail application to: Administrative Office of the Courts  
Human Resources Department  
One Granite Place, Suite N400  
Concord, NH 03301

***(At any time we may have more than one position vacant in the court system.  
Your application may not be considered if you fail to note a specific position on your application.)***

JOB DESCRIPTION

Professional law clerk position responsible for assisting Supreme Court justices with research, reading of transcripts and briefs, and drafting memoranda on specific points of law.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Prepares draft opinions, memoranda of law and prepares special studies on legal questions and interpretation requiring considerable study and research.
- Reads transcripts and briefs, checks authorities and citations, and drafts memoranda on specific points.
- Assists his or her assigned justice in research, writing and other activities in the preparation of court decisions. A Senior Law Clerk may assist other justices as reasonably necessary.
- Reviews and prepares reports on opinions from other states, law journals, texts and other material for the purpose of relieving the judge of some research.
- Provides guidance to law clerks and interns on legal writing skills and professional responsibilities.
- Leads by example and acts as a mentor to new law clerks.

- Edits written work of other law clerks as requested.
- Other duties as assigned.

## **DESIRABLE QUALIFICATIONS**

### **Education and Experience**

- Juris Doctor from an accredited law school.
- At least five (5) years of related work experience as a law clerk or practicing attorney.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

### **Licenses or Certifications**

- Admitted to practice law in the State of New Hampshire.

## **COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES**

### **Knowledgeable in:**

- Legal terminology and court procedures.
- State of New Hampshire's Statutes, rules and administrative orders, policies and procedures, applicable Federal rules and requirements.
- The statutory and constitutional laws of New Hampshire.
- Judicial procedures and rules of evidence.
- Appellate procedure in New Hampshire and other jurisdictions.
- State and federal constitutional law.

### **Skilled in:**

- Organization and time management.
- Legal research, writing, and analysis.

### **Ability to:**

- Meet schedules and deadlines of the work.
- Perform a variety of duties, often changing from one task to another of a different nature.
- Express ideas clearly and concisely, both verbally and in writing.
- Follow oral and written instructions.
- Research and prepare legal memoranda.
- Establish and maintain effective working relations with judges, clerks, and other members of the court staff.
- Recognize and maintain the confidential relationship required of law clerks.