

**DISTRICT COURT OF NEBRASKA
FOURTH JUDICIAL DISTRICT
www.dc4dc.com
OPEN POSITION VACANCY**

Title: **Term Judicial Law Clerk — Start Date September 2020**
Department: District Court Administrator
Location: Hall of Justice 5th Floor
Salary Range: \$48,500 Annual
Hours/Term: **Full-Time —Term Ending August 2022**

QUALIFICATIONS:

Applicants, must be admitted to practice law in Nebraska or eligible for admission by motion after the July 2020 bar exam. Law Review, Law Journal or legal publication article author or editor and/or Moot Court preferred.

BASIC SKILLS AND ABILITIES REQUIRED:

Excellent research and writing skills, time-management skills, and ability to understand and manage complex factual and legal issues, including researching unfamiliar areas of the law. Ability to independently research the law to analogize and distinguish precedent and apply the law to a factual scenario based on an evidentiary record. Must have experience using electronic resources such as Westlaw, Lexis, and the Internet for legal research. Ability to utilize word processing skills to prepare work product. Ability to work cooperatively with judges, court administrator, court personnel, attorneys and other governmental offices and agencies.

DUTIES AND RESPONSIBILITIES:

Under the direction of the District Court Staff Attorney, the Law Clerk performs legal research for the Judges of the Fourth Judicial District Court, as well as for the Court Administrator. The Law Clerk attends hearing and trials; prepares written legal memoranda and draft orders; responds to research requests via email; assists in staffing the law library as needed; and performs related assigned duties under direction of the district court. The Law Clerk works directly with all District Court Judges.

APPLICATION REQUIREMENTS:

Interested qualified applicants should apply by sending a cover letter, resume, and a writing sample which demonstrates an ability to analyze analogous law, distinguish negative precedent and reach conclusions based on factual situations, including an ability to cite to the record. Submit three (3) references (letters of reference are accepted but not required). Submit with attention to Judicial Law Clerk Committee by **email** (preferred) to **aborer@dc4dc.com or USPS District Court Administrator, 5th Floor Hall of Justice, Ste. 500, 1701 Farnam St., Omaha, NE 68183-0001, Attn: Judicial Law Clerk Committee. (No staples please)** Phone or email Ann Borer at 402-444-7296 or aborer@dc4dc.com with questions. See www.dc4dc.com for information about the 4th District Court of Nebraska.

NOTICE TO APPLICANTS: Please note that portions of your resume and application material may be deemed a public record pursuant to Neb. Rev. Stat. § 84-712, and for that reason may be made available to the public for viewing. Positions in the District Court are non-civil service and are considered at-will employment, serving at the discretion of the District Court. Drug screening and criminal background check required. This position is subject to direct deposit. AN EQUAL OPPORTUNITY EMPLOYER-M/F/H

Effective Date: 12/17/2019 Douglas H. Johnson
Closing Date: 1/24/2020 District Court Administrator