

External - Job Listing Detail

The State of Montana is an equal opportunity employer.

Position Title: Judicial Law Clerk

Position Number(s): 66209010

Openings: 1

Listing Number: 4314-10162

Department: Labor and Industry

Division: Workers' Compensation Court

Location: Helena

Date Posted: 12/20/2010

Closing Date: 01/07/2011

Job Status: Full Time Permanent

Shift: Daytime

Band: 06

Salary: \$45,377.00 to \$52,308.00

Salary Unit: Yearly

Supplement Required: Yes

Applications must be received at DLI - Office of Human Resources, local Job Service, or submitted via online application by Midnight on the closing date. Applications received after closing date will not be considered.

For more information contact your Local Montana Job Service Workforce

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY – Office of Human Resources

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: (406) 444-3685

TTY: (406) 444-0532

E-mail: dliapps@mt.gov

Additional Salary Information:

Applicants' qualifications will be assessed based on minimum qualifications and in accordance with Pay Plan Rules. Successful applicant's pay will be set using the above salary range based on qualifications. In addition to the above salary, \$8,796 is for benefits and \$3,131 for retirement.

Special Information:

If you're looking for an opportunity in career advancement, providing customer service to Montana citizens, and living and working in beautiful [Helena](#), then the [MT Dept of Labor and Industry](#) can offer you a great work environment with [Benefits](#).

The successful applicant must receive positive job references. Pay for employees new to DLI will be set at a level below salary of current employees with similar qualifications. Following a successful trial period, new employees shall have pay adjusted to a base salary level that is consistent with current employees with similar qualifications.

Online applications are encouraged; however, for applicants choosing not to apply online, please note the [State of Montana Employment Application Form](#) is required. Additional application materials required are a copy of applicant's **law school transcripts, Resume, Cover Letter, and Writing Sample**.

Application materials are accepted via on-line, email, fax, postal mail, or dropped off at nearest MT Job Service. Applications received after closing date will not be considered. If you have any questions or problems applying for this vacancy, please contact us at dliapps@mt.gov or (406)444-3710.

Duties:

This position provides various duties for the Workers' Compensation Court. The successful candidate will provide advanced legal research and support for the Judge. This position reviews, researches and annotates Court decisions, briefs, and related legal services, legal memos, and draft opinions.

Researches appropriate and relevant case law, state and federal codes and constitutions, regulations or other authoritative resources as to the assigned opinion. Discusses relevant issues and legal theories with the Judge and court personnel when necessary and appropriate. Drafts proposed opinions based upon comments/instructions. Finalizes opinions. Verifies all legal citations as still authoritative and current. Edits for grammar, punctuation, and spelling.

Reviews, studies, and researches judicial decisions, statutes, opinions, and briefs. Discusses relevant issues and legal theories with the Judge. As appointed by the Judge or requested by the parties, may function as a special master, settlement master, or mediator. May conduct pretrial conferences, scheduling conferences, and settlement conferences.

Competencies:

Requires knowledge of general law, state law, established precedent, and sources of legal reference; trial court and Supreme Court rules, practices, and procedures; and legal terminology and concepts. Must have knowledge or the ability to acquire knowledge of the decisions of the Workers' Compensation Court, the Montana Workers' Compensation Act, Occupational Disease Act, Montana Administrative Procedures Act (MAPA), rules of the Workers' Compensation Court, and Rules of Civil Procedure.

Must have knowledge and skills in use of personal computers, word processing and legal research software that includes Word, Microsoft Outlook, and Westlaw.

Must be able to communicate clearly and concisely, both orally and in writing, with a diverse group of people; make sound decisions in discretionary matters and deal tactfully and effectively with attorneys, other agencies, and the public; handle confidential and sensitive material; follow instructions explicitly; produce timely and accurate work products; work as a team player with court staff; represent the court in a respectful manner and establish and maintain effective working relationships; maintain judicial impartiality; research complex legal problems or questions and apply principles, practices, and legal research; analyze and appraise facts, evidence, legal documents and records; conduct thorough research and write clear, concise decisions and

opinions; and conduct settlement conferences, pretrial conferences, and scheduling conferences.

The Workers' Compensation Court strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Workers' Compensation Court's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

Requires a Juris Doctorate from an accredited law school. A copy of applicant's law school transcripts is required.

Supplemental Questions:

The writing sample you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine selection for an interview. Your writing sample will be viewed apart from your state application and other application materials. It is part of the evaluation process of applicants.

* The online application form has limited space for submitting a writing sample. You may include your writing sample together with your cover letter, resume, and transcripts for online applications or you may submit the supplement materials separately via email, fax, or postal mail. If you choose to send your supplement response separate, please put your name, title of position, position number, and job listing number you are applying for at the top of the first page, and submit no later than closing date.

1. Please provide a writing sample that demonstrates your legal writing skills.

Additional Materials Required:

1. **Cover Letter**
2. **Resume**
3. **Transcripts**