

EXTERNAL - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: WORKERS' COMPENSATION COURT

Date Posted: 10/18/2005

Job Category: Legal

Position Number: 66209010

Position Title: JUDICIAL LAW CLERK

Location: HELENA

Job Status: Full Time Temporary

Salary: \$42,000.00 to \$45,000.00

Salary Unit: Year

Additional Salary Info: Pay will be set using the above salary range based on qualifications. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

Shift: Daytime

Band or Grade: 1

Closing Date: 11/09/2005

Supplement Required: Yes

Applications must be received by 5:00pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

This position is a one-year term with the possibility of renewal on a year-to-year basis. Statewide travel is required. The incumbent must be able to drive, travel, and spend some nights out-of-town. See the Court's website at <http://wcc.dli.mt.gov> for a copy of this vacancy announcement. This position may not necessarily be located in Helena. Opportunity for telework is possible. To review the State of Montana's Telework Program Guide, go to <http://hr.mt.gov/HRServices/Guides/Teleworkguide.doc>.

Duties:

This position provides various duties for the Workers' Compensation Court. The successful candidate will provide legal research and support for the Judge. Duties include reviewing, researching and annotating 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 issue(s) and legal theory(ies) 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; and edits for grammar, punctuation, and spelling. Reviews, studies, researches, and annotates laws, Court decisions, documents, opinions, briefs, and related legal authorities.

Competencies:

Must have knowledge of general law, state law, established precedent, and sources of legal references; trial and Supreme Court rules, practices, and procedures; and legal terminology and concepts. Knowledge of the decisions of Workers' Compensation Court and Workers' Compensation Act, the Occupational Disease Act, Montana Administrative Procedures Act (MAPA), rules of the Workers' Compensation Court, and Rules of Civil Procedure, is beneficial. Must be able to acquire knowledge within a reasonable period on the job. Must have knowledge and skills in use of personal computers and word processing and legal research software that includes WordPerfect, Word, Microsoft Outlook, Oracle, and Premise and Westlaw. Must be able to communicate clearly and concisely, both orally and in writing, and 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; do a thorough research; write clear, concise accurate decisions and opinions; and maintain effective communication and working relationships with other employees, members of the state bar, and general public. 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 of the Court are customer focus, individual responsibility, individual growth, ethics in the

workplace, and continuous improvement. These values represent the Court's expectations of staff and the ideal employee is one who embraces these values.

Education/Experience:

Requires a Juris Doctorate or its equivalent from an accredited law school. All application materials must include law school transcripts.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Additional applications materials required are:

1. Completed response to Supplement Question (writing sample).
2. Resume.
3. At least three (3) professional references.
4. Law school transcript.
5. Cover letter.
6. Applicants claiming the Veterans' or Handicapped Person's Employment Preferences (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability Form.

* Application materials can be obtained from any Job Service office or <http://www.state.mt.us/statejobs/statejobs.asp> Applications must be received by 5:00 p.m. on closing date. Applications will be rejected for late, incomplete or unsigned application materials. Typed signatures will be considered.

Supplemental Questions:

The writing sample you provide for this application must demonstrate your legal writing abilities. This supplement will be used by the selection panel in combination with your education and experience to determine selection for an interview. This supplement is reviewed separately from the state application. It is part of the evaluation process of applicants.