

# Wisconsin Court System

## Job Description

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Division:	Court of Appeals			
Location:	Statewide			
Job Title:	Law Clerk – Court of Appeals			
Reports to:	Court of Appeals Judge			
Pay Schedule:	Pay Band:	Type of Position:	FLSA Status:	Hours Per Week:
104	JS-6	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Limited Term Employee (LTE) <input checked="" type="checkbox"/> Personal Appointee	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	40

### Summary Description

The primary responsibility of this position is to provide professional support and assistance to the appointing judge by researching and drafting opinions, performing legal research, checking citations, reviewing opinion drafts, and completing any other tasks as assigned. A law clerk verifies facts from court records and the accuracy of citations and ensures that final, released opinions are in proper form. A law clerk may supervise law students serving as interns as directed by the judge. A law clerk is also expected to handle confidential documents and information.

A law clerk generally has a one or two-year appointment, but may serve for longer, at the discretion of the appointing judge. A law clerk's appointment is renewed at the discretion of the judge and is considered a personal appointee.

The appointing judge has broad discretion in the duties to be performed by the law clerk; however, the following is a list of common tasks which a law clerk would be expected to perform. The actual tasks are determined at the time of appointment.

### Tasks:

- A. Reviews parties' brief and decision conference results.
- B. Analyzes arguments and record from trial court proceedings.
- C. Performs legal research.
- D. Verifies case and record citations listed in parties' briefs.
- E. Drafts opinions for the appointing judge and edits according to directives of judges.
- F. Assists appointing judge in preparation of cases for decision and/or oral argument and discusses cases with other judges when necessary.
- G. Proofreads, edits and checks citations in opinion drafts.
- H. Supervises interns.

### Knowledge, Skills, and Abilities Required

- Good knowledge of civil and criminal law and legal processes.
- Good knowledge of legal research methodologies and resources.
- Good knowledge of appellate procedures.
- Ability to apply critical thinking skills to research, draft and review legal arguments.
- Ability to prepare legal memoranda.
- Ability to communicate proficiently orally and in writing.
- Ability to maintain confidentiality and discretion.
- Ability to use common word processing and database software.
- Ability to work flexible hours consistent with the needs of the appointing judge.

**Education and Experience Required**

At the time of appointment, the individual must have a degree from accredited law school.

**License and/or Certificates Required**

None.

**Discretion**

A law clerk works under the direction of the appointing judge who provides guidance and direction. A law clerk is expected to accomplish his/her tasks with a high level of professional competence. A law clerk is expected to independently manage his/her assigned caseload.

**Contacts**

This position works very closely with the appointing judge as well as other judges, staff attorneys, judicial assistants and other court staff.