

Wisconsin Court System

Job Description

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Division:	Office of Justices			
Location:	Madison, WI			
Job Title:	Law Clerk – Supreme Court			
Reports to:	Supreme Court Justice			
Pay Schedule:	Pay Band:	Type of Position:	FLSA Status:	Hours Per Week:
104	JS1a-3a	<input checked="" 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 justice by preparing bench memos, researching and drafting opinions, checking citations, performing legal research, reviewing opinion documents and drafting dissents, 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 justice.

A law clerk generally has a one or two-year appointment, at the discretion of the appointing justice. A law clerk's appointment is renewed at the discretion of the justice and the individual is a personal appointee.

The appointing justice 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 (Percentages will vary)

- A. Prepares internal bench memos for review by the justice.
- B. Researches briefs, records, opinions, and the law.
- C. Verifies case citations listed in petitioner information.
- D. Tracks judicial opinions to ensure consistency in arguments.
- E. Drafts opinions for the appointing justice.
- F. Assists appointing justice in preparation of cases for decision and/or oral argument.
- G. Proofreads, edits and checks citations.
- 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 briefing documents and other legal documents.
- 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 justice.

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 justice 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 justice as well as other justices, Supreme Court Commissioners, Clerk of the Supreme Court and Court of Appeals, judicial assistants and other court staff.