

## **Administrative Law Clerk Job Description**

The role of Administrative Law Clerks (“ALC”) includes both judicial law clerk and administrative functions. The ALC works collaboratively with Justice Riggs and assists her by conducting legal research, drafting documents, and helping to prepare for oral arguments. This position is ideal for recent law school graduates or attorneys within their first three years of practice. This position is best suited for detail-orientated individuals that work well independently and effectively balance and transition between concurrent assignments. This role requires flexibility and the ability to adjust to an intermittently fast-paced and demanding schedule. This is a 2-year term clerkship.

### **Job Responsibilities:**

- Read and analyze the merits of appellate briefs on a broad range of criminal and civil state law issues including, but not limited to: civil procedure, torts, family law, administrative law, business law, criminal procedure, governmental immunity, eminent domain, and issues arising under the state constitution.
- Conduct legal research on statutes, regulations, case law, and legal issues.
- Draft and review legal documents, including memos and opinions.
- Cite-check and proofread legal documents for accuracy and format.
- Attend oral arguments and oral argument preparation meetings.
- Organize and track a large volume of cases and case documentation, including leading the management and supporting the timely production of the Court’s petition list.
- Ensure confidentiality of sensitive information.
- Manage and mentor multiple interns, providing feedback on their work products.
- Support Justice Riggs in addressing routine filings and urgent petition filings as needed.
- Conduct case management and routine organizational tasks in chambers to meet internal court deadlines, to collaborate across chambers, and to ensure smooth operations within chambers.

### **Qualifications:**

- Juris Doctor degree from an accredited law school.
- Strong academic record with emphasis on legal writing and research.
- Excellent written and verbal communication skills.
- High level of attention to detail and strong organizational skills.
- Proficiency in legal research tools e.g., Westlaw, LexisNexis, Hein Online.
- Ability to manage multiple tasks and meet strict deadlines.

### **Preferred Qualifications:**

- Prior judicial internship or clerkship experience.
- Participation in law review or moot court during law school.
- Experience drafting legal documents.
- Desire to practice law in North Carolina.

### **Work Environment:**

- Office setting; requires attendance in courtrooms and legal meetings.
- Full-time in person position in Raleigh, North Carolina.

### **Application Packet:**

Please submit the following information as part of your application:

- Cover letter, including a statement of interest explaining the experiences, qualities, or skills that you would bring to this position and how you envision this experience contributing to your future career in the law.
- Resume.
- Writing sample, preferably an appellate brief not longer than 20 pages.
- Unofficial transcripts.
- A list of three references with phone numbers, email addresses, and a short description of how you know the reference.

### **Equal Opportunity Employment:**

We encourage interested applicants to apply even if they are not sure they meet all listed requirements. Research shows that women and members of under-represented groups tend not to apply to jobs when they think they may not meet every qualification. We are committed to creating a diverse and inclusive environment and encourage applicants with a strong interest in working with Justice Riggs to apply.