



Supreme Court

The New Jersey Supreme Court is the State's highest appellate court. It is composed of a Chief Justice and six Associate Justices. The Justices have their individual chambers in Fairfield, Morristown, Somerville, Camden, Cherry Hill, and Newark, and travel to Trenton for conferences and oral argument.

The Supreme Court is a court of discretionary jurisdiction. Most litigants must request that the Court hear their matter by filing either a petition for certification or a motion for leave to appeal. In very limited circumstances, such as where a judge in the Appellate Division files a dissenting opinion, a party may appeal to the Supreme Court as of right. In deciding the cases that come before it, the Court interprets the New Jersey and the United States Constitution, New Jersey statutes, administrative regulations of the State's governmental agencies, as well as the body of common law and other relevant legal authority. In addition to written briefs, the parties present their legal arguments to the Court at oral argument, during which the parties articulate their positions and respond to questions from the members of the Court.

Each Supreme Court Justice has three law clerks. Law clerks are primarily responsible for performing legal research, preparing written memoranda on novel issues of law, and assisting the Justices in the preparation of opinions.

Appellate Division

The Appellate Division of the Superior Court is New Jersey's intermediate appellate court. It is comprised of 32 judges who are assigned to one of eight four-judge parts. The judges sit in two- and three-judge panels of each part. The chambers of the judges are located throughout the State, including Cape May Court House, Jersey City, Linwood, Morristown, Newark, New Brunswick, Trenton, Westmont and West Long Branch.

Appellate Division judges are primarily responsible for deciding perfected appeals from final judgments of the trial courts and Tax Court as well as from final decisions and actions of state administrative agencies. The judges also consider emergent applications, motions for leave to appeal in interlocutory matters, and other motions filed in the ordinary course. The Appellate Division disposes of approximately 6,000 appeals and 10,000 motions each year. About 1,200 perfected appeals are argued each term. Arguments are heard in various locations throughout the State, including Morristown, New Brunswick, Newark and Trenton, as well as other locations from time to time. With limited exception, perfected appeals are disposed of by written opinion. Judges also hear and decide appeals in which sentencing is the only issue as part of the Excessive Sentence Oral Argument program, as well as expedited appeals from orders granting motions to detain a defendant pending a criminal trial. Each Appellate Division judge has two law clerks. Law clerks are primarily responsible for performing legal research and preparing extensive bench memoranda, assisting in processing emergent applications, and proofreading opinions.

Tax Court

The Tax Court is a court of limited jurisdiction. Tax Court Judges hear local property tax appeals and appeals on such matters as state income, sales and business taxes, and homestead rebates. Ten judges are currently assigned to hear Tax Court cases and there are chambers located in Trenton, Newark, Atlantic City, Morristown and Hackensack. A Tax Court law clerk researches substantial issues of law for the judge's opinions and motions, prepares memos, manages the motion calendar, performs case management and communicates with attorneys.

Assignment

Assignment Judges are in a unique position within our courts. They are the judicial head of the vicinage to which they are assigned. Their duties vary as the respective assignment judge determines the types of matters they wish to handle, which may cover multiple divisions. Some of the matters that come before the judge are mandated by statute or court rule. In addition, assignment judges deal with a considerable variety of administrative duties that may require a law clerk's assistance.

Therefore, potential law clerks, during an interview, may wish to inquire as to a particular assignment judge's docket types and other tasks that they may be required to perform. Clerks will be conducting research, preparing legal memos, managing the judge's docket and regularly communicating with counsel as well as courthouse staff.

Family

Family Part trial judges preside over cases that arise out of family actions and family-type actions involving parentage, child custody and support, parenting time, juvenile delinquency, marital dissolution, child welfare and domestic violence. Family Part Judges are primarily responsible for all fact finding unlike other divisions of the court wherein the jury is factfinder. Family Part Judges are responsible for handling matters related to cases assigned to them, including but not limited to deciding motions, emergent applications, and conducting trials and hearings.

Law clerks who serve in the Family Part are expected to perform legal research and prepare memoranda; assist judges in processing emergent applications; make recommendations to judges regarding dispositions of motions, both verbally and via written bench memoranda; draft, edit and proofread legal correspondence; and attend and assist with case conferences, consent conferences, motion hearings and trials. Law clerks are also expected to handle communications between attorneys and self-represented litigants; enter case disposition information into the Family Automated Computer Tracking System (FACTS) and NJKids; and to perform other related functions.

Civil

Law Division civil trial judges are assigned to the Civil Part or the Special Civil Part. The Civil Part and the Special Civil Part handle cases primarily involving monetary damages, such as, automobile accident injuries, medical malpractice, or contract disputes. Currently, 113 Civil Part and Special Civil Part judges are assigned throughout the State's twenty-one county courthouses.

Civil Part and Special Civil Part judges control pretrial case management, hear and decide procedural and substantive pretrial applications and conduct bench and jury trials. Civil Part and Special Civil Part law clerks are expected to conduct legal research of substantive and procedural legal matters; review case files, depositions, pleadings, motions, legal briefs, and memoranda of law to prepare bench memoranda that summarize factual allegations and legal issues prior to oral argument; draft orders; proofread judge's orders and opinions; interact with counsel and self-represented litigants regarding case management and procedural issues; and, as allowed by their judge, attend hearings, trials; or settlement conferences.

Criminal

The Criminal Division trial judges are, responsible for managing criminal cases from the time of arrest through the time of disposition. The Criminal Division is comprised of approximately 116 judges, each assigned to one of the 15 vicinages throughout the State. The Criminal Division also oversees the Drug Court program. Drug Courts are specialized courts within the Superior Court that target drug-involved 'offenders who are most likely to benefit from treatment and do not pose a risk to public safety. There are 18 judges across the State assigned to Drug Court. A number of Criminal Division judges are assigned additional tasks such as, expungements, applications for post-conviction relief, Megan's Law cases, gun permit applications, municipal appeals and wiretap applications. Additionally, as part of the recently enacted Criminal Justice Reform laws, judges may be required to conduct additional hearings, including but not limited to, pretrial detention hearings and/or setting conditions of pretrial release.

A Criminal Division law clerk is primarily responsible for assisting his or her judge by conducting legal research for the judge's opinions and motions, assisting in drafting jury charges, drafting legal orders, assisting the judge in drafting legal opinions, drafting sentencing and other memoranda, managing the motion calendar, performing case management and communicating with attorneys.

Equity

Chancery Division civil trial judges are assigned to General Equity or the Probate Part. General Equity and Probate Part handle cases primarily involving non-monetary relief, such as, protection of trade secrets, enforcing non-compete agreements, foreclosure, or appointing guardians for incapacitated individuals. Currently, twenty-one General Equity judges are assigned to fifteen vicinage county courthouses. Probate Part judges, who handle the probate assignment, in addition to their regular responsibilities, are assigned throughout the State's twenty-one county courthouses.

General Equity and Probate Part judges individually case manage their dockets, hear and decide procedural and substantive pretrial applications and conduct bench trials. General Equity and Probate Part law clerks are expected to conduct legal research of substantive and procedural legal matters; review case files, depositions, pleadings, motions, legal briefs, and memoranda of law to prepare bench memoranda that summarize factual allegations and legal issues prior to oral argument or trial; draft orders; proofread judge's orders and opinions; interact with counsel and self-represented litigants regarding case management and procedural issues; and, as allowed by their judge, attend hearings, trials; or settlement conferences. General Equity law clerks also assist in the processing emergent temporary restraining order applications.



NEW JERSEY COURTS
invites applications for the position of:

Law Clerk 2023-2024

SALARY:	See Position Description
OPENING DATE:	05/31/22
CLOSING DATE:	Continuous
LOCATION:	New Jersey (Multiple Locations)
DESCRIPTION:	

Court Term: August 25, 2023 through August 30, 2024

Salary Information Salaries listed are based on a 53 week court term. These are salary levels for the 2022-2023 Court Term. The salaries for the 2023-2024 Court Term are to be determined based on funding availability.

Supreme Court	\$69,594
Superior Court Appellate Division	\$63,540
Superior Court Assignment Judge	\$58,246
Superior Court Chancery Division, General Equity	\$58,246
Superior Court Law Division, (Civil, Family and Criminal)	\$53,657
Tax Court	\$53,657

Individuals who have served or are currently serving a trial court or Tax Court clerkship may be eligible to serve an additional one year clerkship in the Appellate Division or Supreme Court. Start your legal career in a court system recognized as one of the best in the nation and enhance your future career prospects. Professional law clerk positions are available in the New Jersey Judiciary for individuals with strong communication and analytical skills. Supreme Court law clerks work with justices on complex cases involving difficult issues of law. Appellate Division law clerks conduct research, analyze legal data, prepare legal memoranda, process emergent motion applications, and proofread published opinions. Law clerks for assignment judges learn all aspects of court administration and assist with processing emergent motions. Trial court law clerks gain practical experience while gaining valuable insight into the judicial process. Under the direction of one or more judges over the course of the year, trial court law clerks observe judicial proceedings, attend conferences with attorneys and judges, receive training in mediation and mediate small claims cases and summarize information for judges. Tax Court law clerks perform duties similar to those assigned to law clerks in the Appellate Division and trial courts, but do not mediate cases. As of June 20, 2022, applicants may apply directly to justices or judges through the Judiciary's web-based portal. Applications will not be accepted before that date. Applicants will be contacted directly by the justices or judges for interviews on or after June 27, 2022.

To apply for a clerkship, please click here <http://www.judiciary.state.nj.us/public/lawclerks.html> (available June 20, 2022).

Note: Effective February 1, 2022, the New Jersey Judiciary will require all state court judges and staff to provide to Human Resources either (1) proof of initial vaccination and booster against COVID-19 once eligible to receive the booster; or (2) results of weekly tests for COVID-19. This information is maintained in a secure Judiciary application that is accessible only by a limited group of Human Resources staff.

EXAMPLE OF DUTIES:

QUALIFICATIONS:

Law clerks must have graduated from a law school approved by the American Bar Association by the time of their law clerk appointment. The Judiciary's law clerkship program is intended for recent law school graduates, which is defined as graduating within the last four years. Selected candidates will be required to provide an **official, final law school transcript, not a photocopy, which includes the date of graduation from their law school at the time of hire. Excellent writing and analytical skills are essential.**

It is helpful to have completed a course in mediation prior to the start of the clerkship. Under Court Rule, all trial court law clerks who will serve as mediators must first complete the Judiciary sponsored 12-hour mediation training or its equivalent. Applicants selected for clerkships can request a waiver from attending the Judiciary's training program at the start of the court term by providing documentation that confirms that they successfully completed an approved alternative dispute resolution course.

SUPPLEMENTAL INFORMATION:

Note: Law clerks may hold outside employment with prior approval as provided in the Code of Conduct for Judiciary Employees. The Code is available online at https://www.njcourts.gov/public/assets/access/codeofconduct_hr.pdf?c=O3g.

Driver's License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle is necessary to perform essential duties of the position.

Authorization to Work: US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

Special Note: Individuals selected for clerkships must agree to a thorough background check, which will include fingerprinting. All data received will be kept in the strictest confidence except to inform the individual of the findings and what action will be taken as a result of this information.

Residency Law: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey. Law clerks are not subject to the residency law during their 53 week term. Additionally, law clerks who serve a second clerkship in a higher court are exempt from the residency requirement. Clerks who anticipate moving into another state position immediately following their clerkship(s) must be mindful that, upon conclusion of their clerkship term, they will need to be New Jersey residents.

Approximately 480 clerkships are available. Of those, a limited number of clerkships exist for the Supreme Court, Superior Court Appellate Division, Superior Court Assignment Judges, Superior Court Chancery Division in general equity court, and in the Tax Court. Applicants interested in those positions should apply early during the hiring process. Most openings exist in the Superior

Court Law Division in civil and criminal court, and Superior Court Chancery Division in family court. For additional information see the Judiciary's website at <https://www.njcourts.gov/public/lawclerks.html>. Minorities, women, individuals with disabilities and other protected class members are encouraged to apply.

The NJ Judiciary requires all applicants to complete the application process fully and as instructed. All applicants must complete the work experience and education sections and attach any required documents. Applications must describe all relevant work experience in detail, beginning with your current or most recent job, including military service (indicate rank), internships and job-related volunteer work, if applicable. Use a separate section to describe each position. Applicants who indicate "see resume" or enter their initials to acknowledge that they have skipped the Work History and Education sections will not be considered, unless they do not possess any education history or work experience. Only applicants that follow the application instructions and submit completed applications will be considered.

The New Jersey Judiciary consists of: the Supreme Court, the Superior Court including the Appellate Division and the Trial Court of the 15 vicinages in New Jersey, the Tax Court and the Municipal Court System. The Administrative Office of the Courts provides technical assistance, operational support, training, research and development, budget and personnel coordination, and development and operation of information systems for the Courts of New Jersey.

**The Judiciary of New Jersey is an Equal Opportunity/Affirmative Action
Employer Committed to Ensuring an Open Door to Justice**

NeoGov applicant support at 1-855-524-5627 (toll free call)
Monday through Friday, 8:00 AM to 5:00 PM Pacific Standard Time (PST)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.njcourts.gov>

Position #Law Clerk 2023-2024
LAW CLERK 2023-2024
MJ

See Above
Various Counties, NJ US
