

LAW CLERK TO THE NOVA SCOTIA COURT OF APPEAL 2019-2020

Applications are invited until **Friday, March 8, 2019** for the position of Law Clerk to the Judges of the Nova Scotia Court of Appeal.

Place of Work

The Law Courts, 1815 Upper Water Street, Halifax, Nova Scotia

Period of Employment

One year – Commencing July 2019 or August 2019

Salary and Benefits (not yet confirmed for 2019-2020)

In 2018 salary **was** \$61,163.70 for a candidate who is admitted as a member of the Bar of one of the Provinces or Territories of Canada.

In 2018 salary **was** \$36,000 for a law graduate not yet admitted as a member of the Bar of one of the Provinces or Territories of Canada.

The clerks are eligible for sick leave benefits at the rate of 1.5 days per month for each month of service to a maximum of 18 days per year, and they have the option of enrolling in the Province of Nova Scotia Consolidated Health Plan.

Except as provided above or by the *Labour Standards Code of Nova Scotia* or other applicable legislation, law clerks are not entitled to any other benefits and do not come within the *Civil Service Act* or other legislation relating to persons in the public service.

Holidays – 15 days per annum

Duties

The primary duty of the law clerks consists of providing legal assistance to the Court on a variety of legal subjects. This includes:

- Conducting detailed research and preparing memoranda of law, as requested by the Judges;
- Reviewing appeal materials in preparation for the hearing and, if requested, afterwards to summarize evidence and prepare memoranda of law;
- Observing the handling of cases in the Court of Appeal and developing an understanding of the process;
- Assisting the Chambers Judge and reviewing files before or after Chambers sessions, and providing research as may be required by the Chambers judge;
- Participating in office meetings and discussions with the Judges, both individually and in groups, as determined by the Judges;
- Involvement in the organization and coordination of special study projects on certain points of law; and
- Assisting in the preparation of materials for Judges' seminars and related issues.

The Clerks may also be asked to provide administrative assistance to the Court, including:

- Managing the database of court decisions, on a relief basis;
- Supervising work of part-time student clerks;
- Coordinating class visits to the Court; and
- Acting as the backup to the Publications Manager in the release of court decisions.

Qualifications

All applicants must have graduated from a recognized law school. Preference will be given to candidates who are admitted as a member of the Bar of a Province or Territory of Canada; however, all interested graduates are encouraged to apply.

Ability to read and work in French is not essential but is considered an asset.

Number of Positions Available

The number of law clerk positions available may vary from year to year. Typically, one to three positions will be filled each year.

How to Apply

Applicants must mail or hand-deliver a hard copy (on paper) of their official sealed transcript of marks in law school. The Court also requires copies (paper or electronic) of your *Curriculum Vitae*, a cover letter, and three signed letters of reference from three different individuals. If submitting the reference letters electronically by email, the letters must be signed, in PDF format, and submitted by the person providing the reference, not the applicant. Alternatively, the applicant can mail or hand-deliver hard copies (on paper) of the original signed letters of reference.

Articling

If a candidate for a law clerk position is not already admitted as a member of the Bar of a Province or Territory of Canada, the clerkship may count for a portion of the candidate's articling requirements, depending on the Province or Territory in which he or she wishes to be called.

For more information on articling requirements, the candidate should contact the law society of the Province or Territory in which he or she intends to be called.

Deadline for Applications

Persons who are interested in applying for the position should submit their applications no later than **Friday, March 8, 2019** to the address below. Receipt of all applications will be acknowledged. Only those selected for an interview will be contacted.

For more information, please contact:

Sarah McClare, Judicial Assistant
Nova Scotia Court of Appeal
The Law Courts
1815 Upper Water Street
Halifax, NS, B3J 1S7
902-424-6943
Sarah.McClare@courts.ns.ca

Please Note: The Nova Scotia Court of Appeal is accepting law clerk applications for 2019/20 only. Do not apply for the 2020/21 term at this time. Your application will not be considered or retained.