

**TITLE:** JUDICIAL LAW CLERK

**CLASSIFICATION:** LAW CLERK

**MINISTRY:** ATTORNEY GENERAL

**WORK UNIT:** SUPERIOR COURTS JUDICIARY

**SUPERVISOR TITLE:** LEGAL COUNSEL

**SUPERVISOR POSITION #:** 123819, 71611

## **JOB OVERVIEW**

The Superior Courts of British Columbia employ judicial law clerks at the Court of Appeal and the Supreme Court. Judicial law clerks perform a variety of legal research, writing, editing and other support tasks to assist judges in the performance of their judicial roles. Each judicial law clerk is primarily responsible to assist their principal judge and other judges in the Court they are hired to work for. The position is managed by a supervising legal counsel. The duties and learning opportunities available to judicial law clerks are intended for the earliest years of a legal career, as an alternative to, or in addition, to a period of articles. Court of Appeal law clerk positions are located in Vancouver. Supreme Court law clerk positions may be located in Victoria; New Westminster; Kelowna; Kamloops and Vancouver.

## **ACCOUNTABILITIES**

- Undertake legal research at the direction of assigned judges
- Prepare legal memoranda and other written materials at the direction of assigned judges
- Undertake editing and proofreading of draft reasons for judgment, or other writing at the request of assigned judges
- Undertake other responsibilities as may be necessary to assist the Court
- If assigned in the Court of Appeal, undertake preparation of preliminary memoranda
- If assigned in the Court of Appeal, participate in research and writing for annual update of various court manuals

## **JOB REQUIREMENTS**

- Applicants must not be eligible to practice law or enrolled in a program of articles in any jurisdiction at the time of their application.
- A degree in law or completion of all requirements for a degree in law from a recognized Canadian university (or, for law students trained outside of Canada, a degree equivalent to a Juris Doctor or Bachelor of Laws with sufficient training in Canadian common law such as may be obtained through an exchange program or successful completion of the National Committee on Accreditation exams) to be granted prior to the commencement of the clerkship term.
- A combination of education and experience may be considered for International applicants. For example, those called to the bar in jurisdictions outside Canada may be considered if in the earliest stages of their careers.
- Significant legal research and writing experience, superior legal research and writing skills, and a strong academic record.

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- Experience in conducting legal research, including using online legal research sources and tools
- Experience in editing and proofreading
- Experience in using the current suite of MS Office

#### **PREFERENCE MAY BE GIVEN TO CANDIDATES WITH**

- Ability to work in both French and English
- Experience working as a research assistant
- Substantial research and writing or editing experience in an employment setting or as obtained in the completion of a thesis-based Master's or PhD program
- Preference may be given to qualified applicants who self- identify as Indigenous (First Nations status or non-status, Inuit and/or Métis)

#### **Knowledge, Skills, and Abilities**

- Ability to systematically identify and analyze legal issues and effectively communicate findings and conclusions in writing and orally
- Ability to engage confidently with assigned judges to present research results and discuss legal issues
- Ability to manage competing demands and project priorities and produce high quality work under strict timelines
- Ability to work independently as well as cooperatively on a team with others
- Ability to use tact, discretion, and good judgment when dealing with confidential material and in situations that call for sensitivity
- Ability to conduct oneself with professionalism and integrity
- Willingness to accept constraints on engaging in some volunteer or other non-work activities for the duration of the clerkship, where such activities may be inconsistent with the duty of impartiality
- Knowledge of substantive and procedural law across a range of subject areas that come before the courts in litigation.

#### **PROVISO**

- Successful completion of security screening requirement of the BC Public Service, which includes Enhanced Security Screening as required by the Superior Courts Judiciary.

#### **BEHAVIOURAL COMPETENCIES**

- **Information Seeking** - implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental "scanning" for potential opportunities or miscellaneous information that may be of future use.
- **Organizational Commitment** - is the ability and willingness to align one's own behaviour with the needs, priorities and goals of the organization, and to promote organizational goals to meet organizational needs. It also includes acting in accordance with organizational decisions and behaving with integrity.

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- **Analytical Thinking** - is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships (“if...then...”) to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.
- **Conflict management** - is the ability to develop working relationships that facilitate the prevention and/or resolution of conflicts within the organization.
- **Cultural agility** - is the ability to work respectfully, knowledgeably and effectively with people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the BC Public Service, and to notice their commonalities and distinctions with other cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of other people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.