

LAW CLERK TO THE NOVA SCOTIA COURT OF APPEAL 2017-2018

Applications are invited until **Friday, March 17, 2017**, 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 2017 or August 2017

Salary and Benefits (not yet confirmed for 2017-2018)

In 2016, the 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 2016 the 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.

Except as provided by agreement or by the *Labour Standards Code* of Nova Scotia or other applicable legislation, law clerks are not entitled to any 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. Other duties include:

- as requested by the judges, conduct detailed research and prepare memoranda of law;
- review appeal materials in preparation for the hearing and afterward, if requested, summarize evidence and prepare memoranda of law;
- observe the handling of cases in the Court of Appeal and develop an understanding of the process;
- assist the Chambers judge and review files before or after Chambers sessions, providing research as may be required by the Chambers judge;
- participate in office meetings and discussions with the justices, both individually and in groups, as determined by the justices;
- be involved in the organization and coordination of special study projects on certain points of law; and
- assist 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
- supporting the manager of publications 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

Candidates must **mail or hand deliver hard copies** of each of the following:

- (a) *Curriculum Vitae*
- (b) **Official** sealed transcript of marks in law school
- (c) Signed original letters of reference from three people

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

Those interested in applying for the position should submit their applications no later than **March 17, 2017**, to the address below. Receipt of all applications will be acknowledged. Only those selected for an interview will be contacted.

Sarah McClare, Judicial Assistant
Nova Scotia Court of Appeal
The Law Courts
1815 Upper Water Street
Halifax, NS B3J 1S7