

**LAW CLERK TO THE NOVA SCOTIA COURT OF APPEAL
2023-2024**

Applications are invited until **Friday, March 10, 2023**, 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 2023 or August 2023

Salary and Benefits (not yet confirmed for 2023-2024)

In 2022, the salary **was** \$65,979 for a candidate who is admitted as a member of the Bar of one of the Provinces or Territories of Canada.

In 2022, the salary **was** \$45,063 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

All clerkship applications (including transcripts and letters of reference) **must be received by Friday, March 10, 2023**. Candidates must submit:

- 1) A cover letter;
- 2) A Curriculum Vitae (CV);
- 3) An official law school transcript (sealed). This document can be mailed or hand-delivered, or the Registrar can email an electronic version to smcclare@judicom.ca; and
- 4) Three letters of reference. If reference letters are submitted by email, the letters must be signed, in PDF format, and submitted **by the person providing the reference**.

Alternatively, hard copies of documents may be mailed or hand delivered. **Please do not staple your documents.**

Emailed documents must be in PDF format. If submitting your cover letter and Curriculum Vitae (CV) by email the subject line should read:

LAST NAME, First Name – Clerking Application
(for example: **MACDONALD, Catherine – Clerking Application**)

Please submit applications to:

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

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 **4:30 p.m. AST on Friday, March 10, 2023**. Receipt of all applications will be acknowledged. Only those selected for an interview will be contacted.

Please Note: The Nova Scotia Court of Appeal is accepting law clerk applications for 2023/24 only. Do not apply for the 2024/25 term at this time. Your application will not be considered or retained.