

British Columbia Judicial Law Clerk Program
APPLICATION PROCESS FOR CLERKSHIP POSITIONS FOR 2020-2021 TERM

Applications for Judicial Law Clerk Positions must be submitted through the BC Public Service Job Opportunity website [CLICK ON THE LINK BELOW TO APPLY](#).

Applications not submitted through the BC Public Service Job Opportunity website will *not* be accepted.

[APPLICATIONS ARE BEING ACCEPTED JAN 2 – JAN 18, 2019 @ 4:00 PM ONLY](#)

This is a change in our process from previous years. Carefully review the following description of the application process. If you have any questions about it, please send an email to

JudicialLawClerkProgram@courts.gov.bc.ca

Position Posting

[The Posting](#) sets out the Job Qualifications and Application Requirements and provides information on how to apply.

Position Profile

A full description of the accountabilities and qualifications for the judicial law clerk position is set out in the [Judicial Law Clerk Job Profile](#).

Application Deadline

Applications for judicial law clerk positions for the 2020 - 2021 term will be accepted from January 2, 2019 until Friday, January 18, 2019 at 4 p.m. PST.

Application Requirements

Review the detailed application requirements outlined in the Posting and in this document. Your application must include the items listed below and must be submitted in the manner described. Do not submit writing samples, as they will not be read.

- 1. A cover letter (submitted via the BC Public Service Job Opportunity website).**
- 2. A resume (submitted via the BC Public Service Job Opportunity website).**
- 3. A completed online questionnaire (completed on the BC Public Service Job Opportunity website).**

IMPORTANT: The online questionnaire on the BC Public Service Job Opportunity website cannot be saved and will time out after 60 minutes. You will need to complete the questionnaire and submit your application within 60 minutes or you will lose any information you have entered. If you require more time to prepare your responses, you can copy the questions and prepare your responses outside of the system, then paste them into the online questionnaire when you are ready to apply. Further instructions are provided in the questionnaire. Note that there are character limits in each field and your answers should be brief.

- 4. Scanned copies of all official transcripts from law school, undergraduate, and postgraduate studies must be provided (via email) no later than 4 pm on Friday, January 18, 2019.**

- Copies of official transcripts from your undergrad, postgraduate studies, and law school must be provided by the January 18 deadline or your application will be rejected. If your fall term law grades are not yet available on your official transcript by the deadline, you may submit instead a scanned copy of an unofficial transcript. All documents must be scanned into one high-resolution PDF document.
- The transcript PDF document must be emailed to judiciallawclerkprogram@courts.gov.bc.ca using the protocols below or your application may be rejected. (See *Example 1.)
- ALL emails sent regarding your application must include a signature line using the protocols below. (See **Example 2.)

Example 1: * Email subject line should read **LAST NAME, First Name – Transcripts**

****Email Subject Line Example:**

SMITH, Jane - Transcripts

Example 2: ****Email Signature Line Example**

John Smith
University of Victoria, Faculty of Law
250-555-1234

5. **Two reference letters must be sent by referees by email directly to judiciallawclerkprogram@courts.gov.bc.ca by Friday, January 18, 2019 at 4:00 p.m.**
 - Ensure that you email your referee a link to the [guidelines](#) for submitting a letter of reference
 - Your two referees must include at least one law professor
 - DO NOT MAIL letters of reference. Only emailed letters of reference will be accepted. Again, please ensure your referee is aware and has a copy of the [guidelines](#)

Interviews

First Round of Interviews: February 4 – 20, 2019

Those applicants selected for a first interview will be interviewed by the courts' legal counsel during the period **February 4 – 20, 2019**. The interviews are conducted either in Vancouver at the Vancouver Law Courts or at the University of Victoria Law School. All other interviews will be conducted by telephone or Skype for out-of-town applicants unable to attend an interview in Vancouver or Victoria. Not all applicants will be interviewed, but all will be contacted by February 4, 2019.

Second Round of Interviews: March 4 – 8, 2019

A second round of interviews for those applicants shortlisted after the first round will take place in Vancouver **March 4 – 8, 2019**. Second-round interviews are conducted by a panel of judges at the Vancouver Law Courts. Applicants for whom traveling to Vancouver would cause hardship may opt for a Skype interview.

Applicants for the Court of Appeal will be interviewed by a panel of Court of Appeal judges. Applicants for the Supreme Court will be interviewed by a panel of Supreme Court judges.