

# **JOB PROFILE - JUDICIAL LAW CLERK, SUPERIOR COURTS JUDICIARY**

The Superior Courts of British Columbia employ 33 judicial law clerks, 12 at the Court of Appeal and 21 at the Supreme Court. Court of Appeal law clerk positions are located in Vancouver. Supreme Court law clerk positions are located as follows: two in Victoria; three in New Westminster; one in Kelowna; and 15 in Vancouver.

The Courts encourage people from diverse backgrounds and with varied life experiences that represent the diversity of our society to apply and to self-identify in their cover letters.

## **JOB OVERVIEW**

Judicial law clerks perform a variety of legal research, writing, editing, and other support tasks to assist Superior Court judges in the performance of their judicial role.

## **CORE RESPONSIBILITIES AND TASKS**

- 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
- 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

## **EDUCATION AND SECURITY REQUIREMENTS**

- Graduation from or completion of all academic requirements for graduation from a Canadian law school (or equivalent) prior to the commencement of clerkship program
- Successful completion of security screening requirement of the BC Public Service, which includes a criminal records check

## **EXPERIENCE AND ABILITIES**

- Experience and proficiency in conducting legal research, including proficiency in using online legal research sources and tools
- Experience and proficiency in editing and proofreading
- Experience and proficiency in using MS Office
- Some preference given to candidates who have worked as a research assistant, or have completed a thesis-based Master's or PhD program, or have acquired substantial research and writing experience in an employment setting
- Experience and proficiency in written and oral communication
- 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
- The Supreme Court seeks to hire one or two clerks who can work in both French and English