

COMMONWEALTH OF VIRGINIA
FOURTEENTH JUDICIAL CIRCUIT

L.A. HARRIS, JR., JUDGE

GARY A. HICKS, JUDGE

JAMES S. YOFFY, JUDGE

RICHARD S. WALLERSTEIN, JR., JUDGE

JOHN MARSHALL, JUDGE



GOVERNMENT COMPLEX
4301 E. PARHAM ROAD

MAILING ADDRESS:

P.O. BOX 90775
HENRICO, VA 23273-0775

TELEPHONE: (804) 501-4750

FACSIMILE: (804) 501-5505

CIRCUIT COURT OF HENRICO COUNTY

March 13, 2017

Wendy Collins Perdue, Dean
University of Richmond School of Law
28 Westhampton Way, Room 202-B
University of Richmond, Virginia 23173

Dear Dean Perdue:

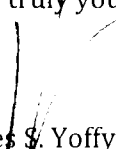
The Judges of the Circuit Court of Henrico County will accept applications for three Law Clerk positions, with employment for a period of one year to commence Monday, August 6, 2018.

Any student interested and wishing to apply shall submit an application to the Chief Judge by way of a letter, resume and the latest official transcript of grades, received by our office no later than July 1st to:

Henrico County Circuit Court
Judges' Chambers
Post Office Box 90775
Henrico, Virginia 23273-0775

The Court will consider each application, and if interviews are deemed appropriate they will be conducted on Friday, August 4, 2017. Applicants to be interviewed will be called or notified by letter.

Very truly yours,


James S. Yoffy
Chief Judge

Enclosure

cc: Office of Career Services

County of
HENRICO
Virginia

Human Resources Department
P.O. Box 90775
Henrico, Virginia 23273
(804) 501-4750
FAX (804) 501-5505

BD33 ♦ LAW CLERK

GENERAL STATEMENT OF DUTIES: Assists Circuit Court Judges by providing a variety of legal services, does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class performs skilled research and evaluation duties for Circuit Court Judges. This work involves a high degree of confidentiality, and the employee demonstrates the ability to make evaluations based on research. The incumbent works under the general supervision of the Circuit Court Judges.

EXAMPLES OF WORK: (Illustrative only)

- ♦ Reviews and prepares research memoranda concerning support, custody, visitation, equitable distribution and injunctions in domestic cases;
- ♦ Reviews and evaluates compliance with statutory and court procedure in divorce actions;
- ♦ Reads and evaluates depositions
- ♦ Contacts attorneys regarding procedural irregularities, and substantive deficiencies in depositions;
- ♦ Evaluates and discusses with Judge priority of entering *pendente lite* orders, final decrees, garnishments and payroll deduction orders;
- ♦ Reviews Commissioner reports and researches and prepares memoranda detailing exceptions to these;
- ♦ Evaluates and prepares briefs and research memoranda concerning civil and criminal motions, petitions and pre-trial documents;
- ♦ Observes oral arguments and trial presentations;
- ♦ Briefs, formulates, narrows and discusses issues presented to Court with Judge;
- ♦ Reviews habeas corpus petitions;
- ♦ Performs bench research on issues arising in the course of court hearings, including questions as to evidence admissibility, case law and sentencing;
- ♦ Performs related works as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of laws, regulations and procedures governing the operation of Circuit Court; knowledge of methods, sources of information and materials of legal research; knowledge of the principles and practices of substantive and procedural law; ability to research legal information fully and accurately to meet mandated time-frames; ability to analyze and organize complex legal and technical issues so as to make appropriate recommendations or to provide complete reports; ability to communicate clearly and concisely, both orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from an accredited school of law.

SALARY: \$48,116.02

Established 09-26-90
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