



**NEW JERSEY COURTS**  
invites applications for the position of:

## **Law Clerk - Foreclosure**

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<b>SALARY:</b>	\$50,600.00 - \$50,600.00 Annually
<b>OPENING DATE:</b>	04/26/21
<b>CLOSING DATE:</b>	05/11/21 11:59 PM
<b>LOCATION:</b>	New Jersey (Multiple Locations)
<b>DESCRIPTION:</b>	

### **Salary Information**

\$50,604.56

### **Court Term\***

The New Jersey Judiciary is seeking law school graduates with strong oral and written communication and analytical skills for immediate appointment as Landlord Tenant Legal Specialist for Vicinages across the state. The selected candidate(s) will perform specialized legal work and analysis in the Landlord Tenant section of the Special Civil Part under the direction of the Civil Division Manager and/or designee. The individual will work in support of judges assigned Landlord Tenant cases, and be responsible to review pleadings and other documents for legal sufficiency and accuracy; conduct case management conferences and settlement conferences; analyze case-related information and prepare recommendations for a judge's review. The successful candidate must be well organized, self-directed, results oriented and able to work under deadlines. The selected candidates will be expected to establish and maintain effective working relationships with multiple judges, chambers staff, other Judiciary employees, attorneys, self-represented litigants and the public.

\*Term of appointment is for one year and may be extended to a second year.

\*\*This position may be required to remotely assist other vicinages based on case volume.

**Note:** This position may qualify for remote work outside of Judiciary buildings. To participate in this program, you will be required to have high speed home internet access.

To apply: <https://www.governmentjobs.com/careers/njjudiciary?keywords=landlord%20tenant>

### **EXAMPLE OF DUTIES:**

- Prepare recommendations with clear legal basis for Judges in matters under the jurisdiction of the Landlord Tenant Section of the Law Division, Special Civil Part
- Analyze pleadings, records, or other papers filed in pending landlord tenant matters to determine their merit
- Analyze cases in accordance with existing federal and state laws, federal regulations and case law
- Recommend appropriate action by the court

- Conduct case management conferences and gather relevant information from the parties to a case
- Settle/Mediate landlord tenant matters
- Write case notes or draft case related correspondence
- Advise judges and management on legal or case issues
- Apply statutes, directives, court rules, case law, policies, or other regulatory standards to landlord tenant cases
- Prepare settlement agreements in accord with court rules, case law, policies and statutes

## QUALIFICATIONS:

Landlord Tenant Legal Specialists must have graduated from an American Bar Association-approved law school by the time of their appointment.

### **Prior Superior Court clerkship experience strongly preferred.**

Selected candidates will be required to provide an **official, final law school transcript**, not a photocopy, which includes the date of graduation from their law school at the time of hire. Excellent writing and analytical skills are essential.

**Mediation Training:** It is helpful to have completed a course in mediation prior to appointment. Under Court Rule 1:40-12, law clerks who will serve as third party neutral settlers must first complete the Judiciary sponsored 6-hour complementary dispute resolution (CDR) settlement techniques training or the equivalent. Applicants selected for appointment can request a waiver from attending the Judiciary's training program upon appointment by providing documentation that confirms that they successfully completed an approved alternative dispute resolution course.

### **Prior fulfillment of the Judiciary 6-hour CDR settlement techniques training strongly preferred.**

## SUPPLEMENTAL INFORMATION:

**Note:** Law Clerks may hold outside employment with prior approval as provided in the Code of Conduct for Judiciary Employees. The Code is available online at <http://www.judiciary.state.nj.us/rules/appemploy.htm>.

**Driver's License:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle is necessary to perform essential duties of the position.

**Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

**Special Note:** Individuals appointed must agree to a thorough background check, which will include fingerprinting. All data received will be kept in the strictest confidence except to inform the individual of the findings and what action will be taken as a result of this information.

**Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey. Law clerks are not subject to the residency law during their 52 week term. Additionally, law clerks who serve a second clerkship are exempt from the residency requirement. Clerks who anticipate moving into another state position immediately following their clerkship(s) must be mindful that, upon conclusion of their clerkship term, they will need to be New Jersey residents.

The NJ Judiciary requires all applicants to complete the application process fully and as instructed. All applicants must complete the work experience and education sections and attach any required documents. Applications must describe all relevant work experience in detail, beginning with your current or most recent job, including military service (indicate rank), internships and job-related volunteer work, if applicable. Use a separate section to describe each position. Applicants who indicate "see resume" or enter their initials to acknowledge that they have skipped the Work History and Education sections will not be considered, unless they do not possess any education history or work experience. Only applicants that follow the application instructions and submit completed applications will be considered.

The New Jersey Judiciary consists of: the Supreme Court, the Superior Court including the Appellate Division and the Trial Court of the 15 vicinages in New Jersey, the Tax Court and the Municipal Court System. The Administrative Office of the Courts provides technical assistance, operational support, training, research and development, budget and personnel coordination, and development and operation of information systems for the Courts of New Jersey.

**The Judiciary of New Jersey is an Equal Opportunity/Affirmative Action  
Employer Committed to Ensuring an Open Door to Justice**

NeoGov applicant support at 1-855-524-5627 (toll free call)  
Monday through Friday, 8:00 AM to 5:00 PM Pacific Standard Time (PST)

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.njcourts.gov>

Position #Landlord Tenant Law Clerk '21  
LAW CLERK - FORECLOSURE  
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See Above  
Various Counties, NJ US

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