

THE CITY OF VIRGINIA BEACH INVITES YOUR INTEREST IN THE POSITION OF

# Law Clerk

## DEPARTMENT OVERVIEW

The Circuit Court for the Second Judicial Circuit, Virginia Beach, Virginia will be hiring two Law Clerks for one year clerkship terms August 2021.

## POSITION SUMMARY

Individuals will assist the Circuit Court judges by performing legal research, drafting memoranda and opinion letters, and reviewing orders submitted to the judges for entry. Duties include: reviewing a variety of orders submitted to the court daily to verify that they comply with statutes and accurately reflect rulings by the judges; reviewing briefs submitted by counsel; researching cases and statutes; discussing cases with the judges; writing memoranda advising the judges of relevant cases and statutes and potential problems in cases to be heard by the judges; drafting opinion letters for the judges; and observing arguments of counsel.



## THE IDEAL CANDIDATE/APPLICATION REQUIREMENTS

Graduation from an accredited law school with law degree (juris doctor) by employment start date. Cover letter, transcripts (undergraduate and law school), resume and writing sample are required; references are optional. Student copy of transcripts is acceptable to submit in applying, but official transcripts must be submitted before an offer of employment will be made. **Candidates must be available to start in August 2021.** Both clerkships will be for one year terms.

## COMPENSATION PACKAGE

The beginning salary is \$50,918.40. Successful candidates will be eligible to participate in the comprehensive benefits package offered by the City of Virginia Beach. These benefits include paid holidays, paid time off (for sick/vacation leave), life insurance, and health/dental insurance. Applicants hired for this position will have to make an employee contribution through pre-tax payroll deduction of 5% of their annual salary toward their Virginia Retirement System Plan (VRS).

## TO APPLY

**Qualified candidates can apply by either of the following methods:**

1. Emailing the required materials to [vbawclerk@vbgov.com](mailto:vbawclerk@vbgov.com), OR
2. Mailing the required materials to:  
Amy H. Jones, Staff Attorney  
Virginia Beach Circuit Court Judges' Office  
Judicial Center – Building 10  
2425 Nimmo Parkway  
Virginia Beach, VA 23456-9017

\*Only those selected for interviews will be contacted.

**APPLICATIONS MUST BE POSTMARKED OR EMAILED BY OCTOBER 16, 2020.** We consider applicants for all positions without regard to race, color, sex, religion, national origin, genetics, disability, age, pregnancy and childbirth, military status, sexual orientation and gender identity, or other legally protected class that is not related to ability to perform essential job functions.