



## Oregon Judicial Department Judicial Clerk Externships

The Oregon Judicial Department, in collaboration with the Oregon State Bar, Willamette University School of Law, and Lewis & Clark Law School, has openings for two full-time **Judicial Clerk Externs**. One extern will join us at the [Coos County and Curry County Circuit Courts](#) (Judicial District 15), and one extern will join us at the [Grant County and Harney County Circuit Courts](#) (Judicial District 24). The externships are expected to last 10-12 weeks, from June through August 2025. Selected candidates may apply through their law school for a \$4,000 Public Interest Program stipend, which, once awarded, will be matched by Oregon State Bar.

### Court Highlights

Our courts are general jurisdiction trial courts that handle offenses ranging from traffic violations to capital murder, as well as civil cases: family law and juvenile matters, small claims, evictions, and multimillion-dollar lawsuits.

Judicial District 15: The Coos County Circuit Court in [Coquille](#) and the Curry County Circuit Court in [Gold Beach](#) have a total of 43 employees and six trial court judges who process 14,000-17,000 cases annually. This judicial district in southwest Oregon is geographically large and diverse, with a combined population of approximately 89,000.

Judicial District 24: The Grant County Circuit Court in [Canyon City](#) and the Harney County Circuit Court in [Burns](#) have a total of 13 employees and one trial court judge who process hundreds of cases annually. This judicial district in eastern Oregon is geographically large and diverse, with a combined population of approximately 15,000.

### Who We Are Looking For

Our ideal candidates are enrolled in a juris doctor degree program at Willamette University School of Law or Lewis & Clark Law School. They are interested in the work of courts, judges, court staff, attorneys, parties in litigation, law enforcement agencies, business partners, and state court administration. They are organized and detail oriented, have strong communication skills, and are adept at conducting research and navigating computers. They are also compassionate and have a desire to help our customers navigate the court system.

### Position Highlights

As an extern, you will provide customer service in the courtroom and will interact with judges, management, court staff, attorneys, litigants, and the public. You will call the

court into session, complete a variety of paperwork, help with remote appearances, monitor exhibits during trials, perform real-time data entry for orders and referral forms, and enter minutes into the case management system. You will also electronically record court proceedings and keep meticulous records to ensure the accuracy and completeness of the entire court record.

Additionally, you will help with jury management by coordinating juror seating, monitoring jurors' movements between the courtroom and the jury deliberation room, and providing directions, information, and beverages while juries deliberate.

Part of your time will be spent preparing court documents and correspondence. You will also perform legal research for the judge and present your findings orally or in writing.

Assigned tasks may be changed to accommodate workload and organizational needs.

### **Application Instructions**

To apply, email a letter of interest to [ruralexternships@ojd.state.or.us](mailto:ruralexternships@ojd.state.or.us) by Saturday, February 1, 2025.

- Please describe why you are interested in an externship in a rural Oregon county;
- Please describe how your lived experience, education, and transferable skills and abilities have prepared you for the role; and
- Please indicate whether you are interested in Coos County and Curry County Circuit Courts (Judicial District 15), Grant County and Harney County Circuit Courts (Judicial District 24), or that you are open to placement in either judicial district. Please explain the reason(s) for your preference.

### **Interviews**

Interviews will be conducted virtually in February 2025.

### **Conduct Expectations**

Because of the Oregon Judicial Department's role in providing justice and upholding the rule of law, employees and externs of the department are required to meet the highest standards of professional conduct and ethics while on the job, and to maintain those same high standards when taking actions in their personal lives that could reflect on the department. As an extern, you will be expected to preserve the confidentiality of information received in the course of your externship.

**The Oregon Judicial Department embraces equal opportunity and affirmative action. We are committed to building a diverse team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.**