

JUDICIAL CLERKSHIP OPPORTUNITY

Date Open: March 24, 2025

Date Close: Open until Filled

Start Date: Immediate

Job Title: Judicial Clerk to the Honorable Beth A. Allen

Employer: State of Oregon Judicial Department: Multnomah County Circuit Court

Address: 1200 SW First Avenue Portland, Oregon 97204

Qualifications:

Graduation from an accredited law school and exemplary research and writing skills are required. Preference will be given to eligible veterans.

Requested Skills and Attributes:

- Skill performing research and analysis about a variety of legal topics.
- Skill writing and reporting about a variety of legal questions, topics, and considerations.
- Skill managing time and remaining organized despite changing workload.
- Experience working independently, with minimal supervision.
- Experience exercising a high level of ethical standards and acting with discretion.

Position Description:

Judge Beth Allen, Multnomah County Circuit Court, is seeking a judicial clerk.

The judicial clerk acts as the courtroom clerk responsible for coordinating courtroom proceedings. The clerk swears in witnesses, operates recording equipment, marks exhibits, completes and enters numerous forms into the court's computer system, and ensures the security and order of the courtroom. Duties also include managing juries, preparing jury instructions, maintaining the jury room and supplies, and serving as liaison between jurors, the court and counsel for exhibits, forms, instructions, and questions. The judicial clerk performs significant legal research in civil and criminal matters and prepares bench memoranda.

This is a limited duration appointment for one year, with the possibility of renewal. This is a full-time position, and the work schedule is 8:00 a.m. to 5:00 p.m., Monday through Friday. The position is eligible for overtime compensation. Occasional after-hours work on short notice is required due to trials and jury deliberations.

Because of the Oregon Judicial Department's role in providing justice and upholding the rule of law, employees of the Department are required to meet the highest standards of professional conduct and ethics while on the job, and also to maintain those same high standards when taking actions in their personal lives that could reflect on the Department.

The Oregon Judicial Department is an equal opportunity, affirmative action employer committed to a diverse work force. We respect, reflect, and respond to the diverse people we serve.

Salary:

The starting salary is \$55,788 - \$61,512 depending on the applicant's current salary and previous experience. The compensation also includes an excellent benefits package; paid holidays; vacation, sick and personal leaves; retirement benefits; and optional benefits.

How to Apply:

Applicants should submit a cover letter, resume, and writing sample by email to Judge Beth Allen's Judicial Assistant, Vicky Chalfant, at: Vicky.M.CHALFANT@ojd.state.or.us. Veterans claiming a preference must include the military documentation necessary to verify qualifications (i.e., DD-214, disability letter, etc.). Position may close without notice, so apply early if you wish to be considered.