

Law Clerk

Non-Classified Classification

Idaho Industrial Commission

Open for Recruitment: July 15, 2014 - July 28, 2014

Announcement # NONCLS075968

Salary Range: \$20.00 - \$22.00 Depending on Experience -Plus Competitive Benefits!

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The Idaho Industrial Commission has an immediate opening for a full-time Law Clerk to work directly for the Employee Representative of the Industrial Commission.

Responsibilities:

- Performs legal work under the direct supervision of the Employee Representative.
- Performs all facets of legal research including the review and study of statutes, court decisions, documents, opinions, briefs, and related legal authorities.
- Drafts legal opinions and performs a legal analysis for submission to the Employee Representative.
 - Assists in managing work flow.
 - Performs related work as required.

Required Skills/Qualifications:

- Graduated from an accredited law school.
- Thorough knowledge of modern legal research techniques and principles.
 - Strong written and verbal communication skills.
 - Computer literacy.

Desired Skills/Qualifications:

- Some knowledge of Idaho Workers' Compensation and Unemployment Insurance Laws.
 - Some knowledge of Judicial Rules of Practice and Procedure.

For this position, extra consideration may be awarded if Veteran Status can be demonstrated. If requesting Veterans' Preference, you must provide supporting documentation demonstrating eligibility, i.e. SPB-1a, DD 214, etc.

TO APPLY: Mail or deliver letter of application (cover letter), resume, and a writing sample to:

IDAHO INDUSTRIAL COMMISSION
MS. DANI SPURNY, HUMAN RESOURCES DEPARTMENT
700 S. CLEARWATER LN.

BOISE, ID 83712

Applications must be postmarked no later than July 28, 2014. Cover letter, resume and supplemental materials will be reviewed to select the most highly qualified candidates to participate in an interview examination.

The Industrial Commission encourages applications from individuals who qualify with or without reasonable accommodation. To request accommodations needed to participate in the application/interview process, call 208/332-7555. EEO/AA employer.

OVERTIME NOTICE:

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.