



Stewards of Indigenous Resources Endowment

on the Tohono O'odham Indian Reservation

31 West Los Reales Road, Unit 151

Tucson, Arizona 85756

www.IndianWillsOnWheels.org

Keeping Tribal Lands in Member's Hands!

Job brief

We are looking for a Probate Law Clerk to join our team and assist our Judges and Attorneys with various administrative tasks to ensure they can efficiently complete their duties.

Probate Law Clerk responsibilities include preparing legal documents, conducting legal research and analysis and compiling case materials for Judges and Attorneys.

Ultimately, you will work with various Attorneys and Judges to ensure they can do their duties as efficiently and effectively as possible.

We are offering \$20 to \$40 per hour depending on skills and experience. This is a part-time independent contractor position, typically 10 to 20 hours per week depending on workload.

Responsibilities

- Assist and counsel advocates, attorneys, and judges on their primary duties
- Interpret laws, rulings, and regulations for specific probate cases
- Conduct extensive legal research and analysis
- Prepare memoranda and briefs with accurate information on specific cases
- Provide assistance prior to and during a court proceeding by preparing for a case and examining the related legal documents
- Ensure that related case documents are properly ordered and available
- Attend court sessions to listen to and record critical information
- Supervise the work and activities of courthouse interns
- Maintain and update law libraries, literature and documentation

Requirements and skills

- Proven work experience as a Law Clerk or similar role
 - Attendance at an accredited law school is required
 - Excellent interpersonal and writing skills
 - Fantastic document management expertise
 - Organized with strong conceptual and research skills
 - Flexible schedule with a commitment to attendance
 - Critical thinker who displays accuracy and attention to detail
 - Relevant training and/or certifications as a Law Clerk
 - Must be flexible, with a sense of humor, positive attitude, and willingness to work as a team
-

Frequently asked questions

What does a Probate Law Clerk do?

Probate Law Clerks are legal professionals who review trial records, research the applicable law and draft legal memoranda and court opinions for Attorneys and Judges.

What are the duties and responsibilities of a Probate Law Clerk?

Probate Law Clerks have many responsibilities such as conducting legal research, preparing bench memos, and drafting orders as needed. They also proofread the judge's opinions as well as verify citations to ensure they follow the correct format.

What legal knowledge should a Probate Law Clerk have?

A Probate Law Clerk should have a basic knowledge of federal, tribal, and state court rules; court administrative procedures and practices; and probate court processes.

What makes a good Probate Law Clerk?

A good Probate Law Clerk must have excellent research skills, as they help Judges and Attorney research various legal documents. They also need strong communication skills since they will work with legal professionals in high-stress situations.

Who does a Probate Law Clerk work with?

Probate Law Clerks typically work with Judges and Legal Counsel to provide administrative support on various law cases.

What are the working conditions for a Probate Law Clerk?

Work is generally performed remotely, video conferencing and Google products suite required. Probate Law Clerks are required to printing legal documents and timely mailing to interested parties.
