

# Vermont Judiciary Trial Court Law Clerk Hiring Information

Vermont's centrally organized trial court law clerk program provides law clerk assistance to trial court judges on location throughout Vermont. Law clerks concentrate on research and writing for all judges of the civil, criminal, family, environmental, and probate divisions of the superior court, as assigned, and may participate in other projects. Our environmental law clerks focus primarily on the environmental division. Most non-environmental law clerks will be exposed to all other divisions of the superior court.

Law clerks are hired annually for one-year positions starting in September. Thereafter, second year, senior, and staff attorney positions are possible. Applications are accepted during the March 1 to May 15 period immediately preceding the September in which the clerkship begins. At the time of application, an applicant must be admitted to the bar of any state, in the final year of law school, or a recent law school graduate.

**•Please note that we have no openings in the environmental division for the 2024–2025 term. Accordingly, we are receiving applications for non-environmental positions only this term.**

## MINIMUM APPLICATION MATERIALS

- Short cover letter clearly indicating interest in a position covering our non-environmental divisions, collectively.
- Resume with e-mail address, which will be relied upon for correspondence.
- Current law school transcript (may be unofficial).
- Class rank or equivalent, if available, encouraged but not required.
- Two letters of recommendation (may be sent separately from other materials but no later than May 15).
- Recent legal writing samples demonstrating aptitude for trial court-level judicial opinion writing. *Writing samples generated in non-academic settings are strongly preferred.*
- Applicants are welcome to submit any additional materials as they see fit.

•Please apply according to these instructions only. •Please do not apply directly to any courthouses or judges. •Please do not submit a form "Judicial Branch Employment Application." •Materials may be addressed to Hiring Committee or Robert Hubbard.

**Please e-mail one set of materials in PDF format between March 1 and May 15, 2024, to [recruitment@vtcourts.gov](mailto:recruitment@vtcourts.gov).** Any materials that must be sent on paper should be addressed to Robert Hubbard, Chief Staff Attorney, Washington Civil Division, 65 State St., Montpelier VT 05602.

A limited number of qualified applicants will be selected based on demonstrated merit and court needs to interview. Interviews will be conducted virtually on Mon. and Tues., June 3 and 4, 2024.

Vermont Judiciary employment opportunities are posted at  
<https://www.vermontjudiciary.org/employment-opportunities>

**THE VERMONT JUDICIARY IS AN EQUAL OPPORTUNITY EMPLOYER**

REV 04/24