



Rincon Band of Luiseño Indians Civil Trial Court

Location: Virtual

Website: www.rincontribalcourt.org

Open Position: Virtual Law Clerk Externship

Classification: Part-time/Temporary

Status: Non-exempt

Rate of Pay: \$25/hr (Max. 20 hrs/wk)(\$2,000/mo. Stipend) combined with Academic Credit, if law school allows

Opening Date: January 1, 2025

Filing Deadline: Until filled

Branch: Judicial

Supervisor: Rincon Tribal Court Judges

Opportunity Dates: January – April 2025 (Spring Semester)

Summary

The Rincon Virtual Law Clerk will be working in the leading tribal courts in the country under the direct supervision of Rincon's tribal judges. The law clerk will work on projects related to tribal court development and perform designated duties involving legal research and writing.

Essential Duties and Responsibilities:

This legal externship offers assistance with legal matters involving court development under the direction and supervision of a licensed attorney. Essential duties and responsibilities include:

- Work on creating Rincon's common law
- Assist with developing court rules
- Drafting memo's, orders, and internal communications
- Be on call to assist judge with research questions

Qualifications, Education and Experience

- Must be currently enrolled as a 2L or 3L at an ABA accredited law school.
- Must have an interest in learning about Tribal Justice Systems.
- Preferred candidate has completed coursework in American Indian Law or Federal Indian Law.
- Must be able to conduct legal and general research that is accurate and thorough.
- Must have knowledge of the Tribe's customs, traditions, and decision-making processes or be willing to learn.
- Must have excellent capacity to organize, establish priorities and meet deadlines.
- Prior experience working with confidentiality is preferred.
- Must have outstanding communication and interpersonal skills.
- Must comply with the Rincon's Tribal Government Drug-Free Workplace, including pre-employment, post-accident and injury, and random drug testing.
- Must successfully pass a pre-employment background check.
- Must have access to a strong and reliable internet connection.

To Apply:

Please submit your letter of interest and resume via email to c/o Barbara Karshmer, JAC Chair, at bkarshmer@rincontribalcourt.org.

Selection Process:

All resumes will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess related education, experience, and training.