**Rincon Band of Luiseño Indians Civil Trial Court**
Location: Virtual
Website: www.rincontribalcourt.org

**Open Position: Virtual Summer Law Clerk Position**

Classification: Part-time/Temporary

Status: Non-exempt

Rate of Pay: Academic Credit

Start Date: June 1, 2027

Filing Deadline: Until filled

Branch: Judicial

Supervisor: Rincon Tribal Court Judges

Opportunity Dates: June - July 2027

Summary

The Rincon Virtual Summer Law Clerk will be working in the leading tribal courts in the country under the direct supervision of Rincon's tribal judges. The summer 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 summer law clerk position offers assistance with legal matters involving court development under the direction and supervision of a licensed attorney. Essential duties and responsibilities include:

- Work on code development
- Review previous Rincon cases and draft judicial summaries
- Conduct legal research

- Drafting memo's, orders, and internal communications
- Assist with developing court rules
- Conduct case review
- Attend hearings and other proceedings as requested by judges

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 excellent writing skills
- 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 Chief Judge Ogas at kogas@rincontribalcourt.org and Barbara Karshmer, JAC Chair, at bkarshmer@rincontribalcourt.org. Applications are open now until filled.

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.