

# **LAW CLERK TO THE SUPREME COURT OF NOVA SCOTIA 2021-2022**

---

Applications are invited until **Wednesday, March 31, 2021** for the position of Law Clerk to the Judges of the Supreme Court of Nova Scotia.

## **Place of Work**

The Law Courts, 1815 Upper Water St., Halifax, Nova Scotia

## **Period of Employment**

The period of employment is for one year, typically starting in August. The terms are renewable.

## **Salary and Benefits**

The salary and benefits for law clerks working with the Supreme Court are as follows:

In **2020**, a candidate who was admitted as a member of the Bar of one of the provinces or territories of Canada made **\$61,586** per annum.

In **2020**, a law graduate not yet admitted as a member of the Bar of one of the provinces or territories of Canada made **\$36,000** per annum.

Except as provided by agreement or by the *Labour Standards Code of Nova Scotia* or other applicable legislation, law clerks are not entitled to any benefits and do not come within the *Civil Service Act* or other legislation relating to persons in the public service.

Vacation - 15 days per annum

## **Duties**

The primary duty of the law clerks is to provide legal assistance to the Supreme Court judges on a variety of legal subjects. Other duties include:

- ~ Conducting detailed research and preparing memoranda of law, as requested by the Judges;
- ~ Reviewing files, both before and after hearings, and preparing preliminary briefings on points of law;
- ~ Assisting the Chambers judge and reviewing files in preparation for Chambers sessions, including any research that may be required by the Chambers judge;
- ~ Participating in office meetings and discussions with the judges, both individually and in groups, as determined by the judges;
- ~ Assisting with the organization and coordination of special study projects on certain points of law; and
- ~ Assisting in the preparation of materials for judges' seminars and related issues.

The law clerks are also expected to provide administrative assistance to the Supreme Court, including:

- ~ Managing the database of written court decisions, on a relief basis;
- ~ Supervising the work of the part-time student clerks;
- ~ Serving as the back-up manager of publications for the release of written court decisions.

### **Qualifications**

All applicants must have graduated from a recognized law school. Preference will be given to candidates who are admitted as a member of the Bar of a province or territory of Canada; however, all interested graduates are encouraged to apply. The ability to read and work in French is not essential but considered an asset.

### **Articling**

If a candidate for a law clerk position is not already admitted as a member of the Bar of a province or territory of Canada, the clerkship may count for a portion of the candidate's articling requirements, depending on the province or territory in which he or she wishes to be called. For more information on articling requirements, the candidate should contact the law society of the province or territory in which he or she intends to be called.

## **How to Apply**

Applicants must mail or hand-deliver a hard copy (on paper) of their official sealed transcript of marks in law school. The Court also requires copies (paper or electronic) of your *Curriculum Vitae*, a cover letter, and three signed letters of reference from three different individuals. If submitting the reference letters electronically by email, the letters must be signed, in PDF format, and submitted by the person providing the reference, not the applicant. Alternatively, the applicant can mail or hand-deliver hard copies (on paper) of the original signed letters of reference.

## **Deadline for Applications**

Persons who are interested in applying for the position should submit their applications no later than **Wednesday, March 31, 2021** to the address below. Receipt of all applications will be acknowledged. Only those selected for an interview will be contacted.

For more information, please contact:

Christy MacKay, Judicial Research Officer  
Executive Office  
The Law Courts  
1815 Upper Water Street  
Halifax, NS B3J 1S7  
[Christy.MacKay@courts.ns.ca](mailto:Christy.MacKay@courts.ns.ca)

**Please Note:** The Supreme Court of Nova Scotia is accepting law clerk applications for 2021/22 only. Do not apply for the 2022/23 term at this time. Your application will not be considered or retained.