Oregon Judicial Department
Judicial Clerk Externships

The Oregon Judicial Department, in collaboration with the Oregon State Bar (OSB), Willamette University School of Law, Lewis & Clark Law School, and University of Oregon School of Law, has openings for six full-time **Judicial Clerk Externs**. The externships are expected to last approximately 10 weeks, beginning in May/June 2027. These are unpaid externships; however, successful candidates will be eligible to receive a $5,000 stipend from the OSB and may be eligible for additional funds by applying through their law school's public interest program or applying for other stipends through the OSB's Diversity & Inclusion Summer Stipend Programs.

Participating Judicial Districts

- **JD 6**: Umatilla County Circuit Court in Pendleton and Hermiston
- **JD 7**: Gilliam, Hood River, Sherman, Wasco, and Wheeler County Circuit Courts in Condon, Hood River, Moro, The Dalles, and Fossil, respectively
- **JD 8**: Baker County Circuit Court in Baker City
- **JD 13**: Klamath County Circuit Court in Klamath Falls
- **JD 14**: Josephine County Circuit Court in Grants Pass
- **JD 15**: Coos and Curry County Circuit Courts in Coquille and Gold Beach, respectively
- **JD 17**: Lincoln County Circuit Court in Newport
- **JD 18**: Clatsop County Circuit Court in Astoria
- **JD 22**: Crook and Jefferson County Circuit Courts in Prineville and Madras, respectively
- **JD 24**: Grant and Harney County Circuit Courts in Canyon City and Burns, respectively

Who We Are Looking For

Our ideal candidates are enrolled in a juris doctor degree program at Willamette University School of Law, Lewis & Clark Law School, or University of Oregon School of Law. They are interested in the work of courts, judges, court staff, attorneys, parties in litigation, law enforcement agencies, business partners, and state court administration. They are organized and detail oriented, have strong communication skills, and are adept at conducting research and navigating computers. They are also compassionate and have a desire to help our customers navigate the court system.

Position Highlights

As a Judicial Clerk Extern, you will gain hands-on experience working within the judicial system while interacting with judges, attorneys, court staff, litigants, and the public. Your responsibilities may include assisting court staff with paperwork, supporting remote appearances, monitoring exhibits during trials, and performing real-time data entry for orders, referral forms, judgements, and minutes. You may also help with electronically

recording court proceedings and maintaining accurate records to ensure the completeness of the court record. In addition, you will work in clerical offices to learn about case processing, customer service, and public interactions within the court environment.

Externs may assist with jury management by coordinating juror seating, monitoring movements between the courtroom and deliberation rooms, and providing directions, information, and refreshments during deliberations.

Part of your time will be spent reviewing court documents, cases, and records to become familiar with legal matters before the court. You may be assigned tasks by judges or court management, such as drafting opinions, writing briefs, and conducting legal research, with findings presented orally or in writing to the judge or management team. Additionally, you will engage with community partners to develop a well-rounded understanding of the legal community within the judicial district and life in a rural community.

Please note that assigned tasks may vary based on workload and organizational needs.

Application Instructions
To apply, email a letter of interest to ruralexternships@ojd.state.or.us by 5:00 p.m. PT on Monday, December 14, 2026.

- Please describe why you are interested in an externship in a rural Oregon county;
- Please describe how your experience, education, and transferable skills and abilities have prepared you for the role; and
- Please tell us:
    - Whether you are interested in placement in a particular judicial district (or districts) or are open to placement in any of the 10 judicial districts;
    - The reason(s) for your preference; and
    - Whether you have housing available in the judicial district(s) for which you are seeking placement.

Interviews
Interviews will be conducted virtually in January 2027.

Conduct Expectations
Because of the Oregon Judicial Department's role in providing justice and upholding the rule of law, employees and externs of the department are required to meet the highest standards of professional conduct and ethics while on the job, and to maintain those same high standards when taking actions in their personal lives that could reflect on the department. As an extern, you will be expected to preserve the confidentiality of information received during your externship.

The Oregon Judicial Department embraces equal opportunity and affirmative action. We are committed to building a diverse team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.