

JUDICIAL CLERKSHIP OPPORTUNITY

Date Open: March 31, 2025

Date Close: Open until Filled

Start Date: Immediate

Job Title: Judicial Clerk to the Honorable Maurisa Gates.

Employer: State of Oregon Judicial Department: Multnomah County Circuit Court

Address: 1200 SW First Avenue Portland, Oregon 97204

Qualifications:

Graduation from an accredited law school and exemplary research and writing skills are required. Preference may be given to those with current Oregon State Bar membership. Preference will be given to eligible veterans.

Requested Skills and Attributes:

- Skill performing research and analysis about a variety of legal topics.
- Skill writing and reporting about a variety of legal questions, topics, and considerations.
- Skill managing time and remaining organized despite changing workload.
- Skill interacting with individuals that may be experiencing crisis, mental health symptoms, trauma responses, and/or other stressors.
- Ability to process and manage difficult and traumatic information while maintaining professionalism and composure.
- Experience working independently, with minimal supervision.
- Experience exercising a high level of ethical standards and acting with discretion.

Position Description:

Judge Maurisa Gates, Multnomah County Circuit Court, is seeking a judicial clerk.

The judicial clerk acts as the courtroom clerk responsible for coordinating courtroom proceedings. The clerk swears in witnesses, operates recording equipment, marks exhibits, completes and enters numerous forms into the court's computer system, and ensures the security and order of the courtroom. As Judge Gates serves as a Family Law Judge, the judicial clerk's workload would encompass several case types, including Domestic Relations, Juvenile Law, Restraining Orders, and others. Given the difficult content of many of the cases heard by Judge Gates, the judicial clerk needs to have strong coping mechanisms and demonstrate a commitment to self-care in order to effectively support others in challenging situations. The judicial clerk performs significant legal research, prepares bench memoranda, and may draft opinions for the judge.

This is a limited duration appointment for one year, with the possibility of renewal. This is a full-time position, and the work schedule is 8:00 a.m. to 5:00 p.m., Monday through Friday. The position

is eligible for overtime compensation. Occasional after-hours work on short notice is required due to trials and jury deliberations.

Because of the Oregon Judicial Department's role in providing justice and upholding the rule of law, employees of the Department are required to meet the highest standards of professional conduct and ethics while on the job, and also to maintain those same high standards when taking actions in their personal lives that could reflect on the Department.

The Oregon Judicial Department is an equal opportunity, affirmative action employer committed to a diverse work force. We respect, reflect, and respond to the diverse people we serve.

Salary:

The starting salary is \$55,788 - \$61,512 depending on the applicant's current salary and previous experience. Includes benefits package; paid holidays; vacation, sick and personal leaves; and optional benefits.

How to Apply:

Applicants should submit a cover letter, resume, and writing sample by email to Judge Gates's Judicial Assistant, Judi Tamura, at Judi.L.Tamura@ojd.state.or.us. Veterans claiming a preference must include the military documentation necessary to verify qualification (i.e., DD-214, disability letter, etc.). Position may close without notice, so apply early if you wish to be considered.