



MAGISTRATE DIVISION OREGON TAX COURT

Presiding Magistrate: Allison R. Boomer Magistrates: Richard D. Davis
Poul F. Lundgren

Law Clerk Recruitment Process Information

Employer:	Oregon Tax Court
Area of Practice:	Civil Litigation and Taxation
Class Level:	See Desired Qualifications (below)
Website:	http://www.courts.oregon.gov/courts/tax/
Contact:	John D. Adams, Staff Counsel; Oregon Tax Court, Magistrate Division 1241 State Street, Floor 3R, Salem, OR 97301 (Physical location) 1163 State Street, Floor 3R, Salem, OR 97301-2563 (Mailing address) Phone: (971) 718-4028 (direct) or (503) 986-5650 (main) Email: John.D.Adams@ojd.state.or.us

Recruitment Timeline. When the Oregon Tax Court has a vacancy for a law clerk, the recruitment announcement will be posted to the State of Oregon's "Workday" recruitment website, as with other Oregon Judicial Department job openings. Due to the court's smaller staff roster compared to the Oregon appellate courts, the Tax Court does not follow an annual hiring cycle for its law clerks; vacancies are posted as they become known. Whenever possible, an open recruitment for a law clerk will also be posted to the [National Center for State Court's Court Opportunity for All \("CORA"\) website](#) to maximize its visibility.

Requirements. All law clerks must hold a juris doctorate degree (or equivalent) from an ABA-accredited law school prior to the commencement of the clerkship. Although many clerks take a bar examination before their clerkship, bar membership is not required. As with all Oregon Judicial Department limited duration law clerk positions, the normal term of employment is two years. The court welcomes applications during recruitments periods from recent graduates as well as graduating law students.

Desired Qualifications. The court seeks individuals with abundant intellectual curiosity, aptitude for critical thinking, strong research and writing skills, and the ability to collaborate as a member of a team. Demonstrated interest and some experience in tax law preferred.

Jurisdiction and Areas of Practice. The court's jurisdiction includes property, state and local income, and various Oregon business taxes. Our tax issues often involve property valuation, business deductions under federal income tax law, or claims for exemption or tax incentives. Other frequent issues involve statutory construction and applying the court's rules of civil procedure.

Duties. The Magistrate Division's staff counsel supervises the law clerks' work and assigns projects. Law clerks support all phases of case resolution, most typically by drafting research memoranda, orders, and decisions for the consideration of the court. In addition to work specifically related to cases, law clerks are involved in research projects of benefit to the court. Research topics might include recent legislative changes, constitutional law, civil procedure, or evidentiary questions. Law clerks also support the court's externship program by assisting in the supervision of law student externs and by providing feedback on the externs' work product.

Professionalism and Ethics. Law clerks are expected to respectfully engage with different viewpoints and to be open to changing their mind about an initial position. They are also required to handle and safeguard information that may be confidential and protected during the court's deliberations and after. The court requires that law clerks uphold the highest standard of ethics and professional conduct to maintain the reputation of the court as an impartial tribunal.