



STATE OF TENNESSEE
SHELBY COUNTY CHANCERY COURT PART III
140 ADAMS AVENUE, ROOM 308
MEMPHIS, TENNESSEE 38103

JOEDAE L. JENKINS
CHANCELLOR

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**Re: Open Judicial Clerkship Positions for Recently Licensed Attorneys
Shelby County Chancery Court**

To Whom It May Concern:

The Shelby County Chancery Court is currently accepting applications for Judicial Law Clerks for all three Parts of the Shelby County Chancery Court. Please post and pass along this opportunity to any eligible candidates. The job description is enclosed. To apply, the applicant must submit a cover letter, resume, law school transcript, three references and short writing sample. Applicants for the Judicial Law Clerk position may upload their application online at www.shelbycountyttn.gov/3302/Employment-Opportunities.

Sincerely,

JOEDAE L. JENKINS, CHANCELLOR
PART III OF THE CHANCERY COURT OF
SHELBY COUNTY, TENNESSEE

Encl: Judicial Clerk Job Description

JUDICIAL CLERK JOB DESCRIPTION

Position Summary:

Works under direct supervision to review a wide array of legal issues to include legal research, drafting of memorandums and court opinions and renders legal advice; prepares memorandums of law and findings of fact and conclusions of law within Chancery Court.

Reports to: Chancellor and Clerk and Master

Duties and Responsibilities

1. Assists Chancellors in the management and processing of cases filed in Chancery Court.
2. Reviews and summarizes evidence, procedural history, and legal issues in relation to matters before the Chancellors.
3. Issues and renders recommendations to Chancellors.
4. Monitors pretrial matters in Chancellors' chambers for summarization and consideration.
5. Prepares digests of the record per Chancellors' requests.
6. Reviews complaints, petitions, motions and legal memorandums that have been filed by litigants and/or attorneys to determine their legal merit, the issues involved and the basis for relief.
7. Identifies and analyzes factual and legal issues relevant to the disposition of appeals within Chancery Court.
8. Reviews documents at the request of a Chancellor.
9. Reviews court documents in particular, judgments and decisions, for completeness of format, citations, grammar, spelling, clarity and accuracy.
10. Performs other related duties as assigned.

Minimum Qualifications

Graduation from an accredited college or university with a Juris Doctorate (JD) degree. Passage of the Tennessee Bar Exam preferred but not required.

Knowledge, Skills, and Abilities

1. Ability to possess an in-depth knowledge of the Judicial Code of Ethics and professional responsibility for the practice of law in the State of Tennessee.
2. Knowledge of legal terminology required in processing confidential legal matters for the Chancellors.
3. Ability to prepare judgments for delivery.
4. Ability to review and summarize evidence, procedural history and legal issues in relation to Court matters.
5. Ability to conduct research for Chancellors as required.
6. Ability to identify and analyze factual and legal issues relevant to cases.
7. Effective verbal and written communication skills.