



# Tony Evers

Office of the Governor | State of Wisconsin

## **LAW CLERK**

The Governor's Office seeks volunteer law clerks to support the Office of Legal Counsel and the Governor's Clemency Boards (Pardon Advisory Board and Commutation Advisory Board). This experience offers a unique glimpse into governmental, criminal, administrative, and public interest law. Law clerks are expected to work 12 hours a week in this hybrid position.

### **Job Responsibilities**

Law clerks will work at the Wisconsin State Capitol in the Governor's Office of Legal Counsel and will support attorneys and other staff, as well as the Clemency Boards. Typical responsibilities may include:

- Assessing clemency applicants' eligibility.
- Preparing summary memoranda for review by the Clemency Boards.
- Observing the open and closed sessions of the Clemency Boards' virtual hearings.
- Vetting applicants for sheriff, district attorney, and judicial appointments.
- Researching and drafting legal memoranda on a variety of topics.
- Supporting the Office's attorneys and staff as necessary.

### **Qualifications**

- Strong research and verbal and written communication skills.
- Sound professional judgment.
- Ability to handle sensitive and confidential information.
- Experience using Microsoft 365 and Adobe Acrobat products.

### **How to Apply**

To apply, please send your resume, cover letter, and unofficial transcript to [yuliana.ruizmarquez@wisconsin.gov](mailto:yuliana.ruizmarquez@wisconsin.gov). Applications are considered on a rolling basis until all positions are filled. The Office of Governor Tony Evers is an equal opportunity employer and strives to recruit and retain high quality staff who are committed to increasing the diversity of the office.