

## **LAW CLERK**

The Governor's Office seeks volunteer law clerks to support the Office of Legal Counsel and the Governor's Pardon Advisory Board (Board). This experience offers a unique glimpse into governmental, criminal, administrative, and public interest law. A minimal weekly commitment of 12 hours is required; scheduling is flexible.

### **Job Responsibilities**

Law clerks will work at the Wisconsin State Capitol in the Governor's Office of Legal Counsel (in person and/or remote) and will support attorneys and other staff, as well as the Board. Typical responsibilities may include:

- Assessing pardon applicants' eligibility.
- Preparing summary memoranda for the Board members' review.
- Observing the open and closed sessions of the Board's 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**

- 2L or 3L preferred.
- Strong research and verbal and written communication skills.
- Sound professional judgment.
- Ability to handle sensitive and confidential information.
- Experience using Microsoft Office and Adobe Acrobat products.

### **How to Apply**

To apply, please send a resume, cover letter, and unofficial transcript to [yuliana.ruizmarquez@wisconsin.gov](mailto:yuliana.ruizmarquez@wisconsin.gov). Applications are considered on a rolling basis until 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.