



DYNAMIC FIRM SEEKS LAW CLERK

McLetchie Law Group, PLLC, is looking for a law clerk to join its exciting and growing practice. The firm has a highly successful media law practice, as evidenced by the firm's victories in public records matters and First Amendment matters, including defamation defense under Nevada's anti-SLAPP statute. Our unique firm also focuses on litigation, including civil rights litigation, commercial litigation, plaintiffs' employment cases, and criminal defense. The firm also has an active practice in all aspects of Nevada cannabis law, including compliance, transactional work, and litigation. Given the firm's diverse practice area, the firm is looking for a versatile law clerk who is comfortable with a variety of cases and clients.

The office atmosphere is industrious but relaxed and collegial, and the firm is actively involved in the community.

Responsibilities

- Work with attorneys to:
 - Research legal questions.
 - Assist with document review, analysis, and organization.
 - Draft discovery.
 - Schedule depositions.
 - Draft correspondence.
 - Attend client meetings.
 - Draft pleadings.
 - Work with paralegal to prepare exhibits, appendices, table of contents, table of authorities, certificate of compliance, certificate of service, and notices as needed.

Qualifications - Required

- Pursuing JD degree from accredited law school.
- Excellent academic qualifications and a strong work ethic.
- Experience conducting legal research using various research tools and law library resources.
- Excellent writing and organizational skills.
- Familiarity with the Nevada Rules of Civil Procedure, Federal Rules of Civil Procedure, Nevada Rules of Appellate Procedure, Federal Rules of Appellate Procedure, Nevada Supreme Court Rules, Ninth Circuit Court of Appeals Rules, Federal Local Rules, Eighth Judicial Court Rules, and various California Rules.
- Ability to self-start and to work independently under pressure.
- Ability to manage workload and work with team.

Qualifications - Preferred

- Maintain reliable transportation, valid insurance, and a valid driver's license.



Application Requirements

Applicants should submit, by email: (1) a cover letter; (2) a resume; (3) transcript; (4) contact information for three references, and (5) a brief writing sample of work that is chiefly your own to nadia@nvlitigation.com.

Incomplete application packages will not be considered. No phone inquiries. Applications will be considered on a rolling basis until the position is filled.

McLetchie Law strives to be a diverse workplace. McLetchie Law is an equal opportunity employer and is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, genetic information, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.