

# **2021/2022 JUDICIAL CLERKSHIP JOB POSTING**

**POSITIONS AVAILABLE:**            **Two Judicial Clerkships in the Civil Division**

**EMPLOYER:**                                **ALLEN SUPERIOR COURT**

**ADDRESS:**                                Room 208 Allen County Courthouse  
715 S. Calhoun Street  
Fort Wayne, Indiana 46802

**Contact Person:**                        John McGauley john.mcgaleu@allensuperiorcourt.us  
Phone: 260-449-7587  
Fax: 260-449-7919

**Resumes accepted from 3L students  
Transcript, Writing Sample, and References REQUIRED**

**Successful applicants must have taken the Indiana Bar Exam  
prior to beginning work**

**Applications are due no later than 4:30 p.m. November 20, 2020**

*(Applications may be submitted electronically or by mail)*

## **Fact Sheet**

- Term of Appointment: (August 2, 2021 – August 5, 2022)
- Salary: (2021) \$60,000 annually
- The clerkships will be for the following judges of the Civil Division; each law clerk would work for two judges as follows:
  - Judge David J. Avery and Judge Craig J. Bobay
  - Judge Jennifer L. DeGroot and Judge Andrew S. Williams
- Orientation Week:

Successful applicants shall report to work on Monday, August 2, 2021, in order that he/she may spend a week with the incumbent clerk for the purpose of orientation.
- Work Day:

The Allen Superior Court is open to the public from 8:00 a.m. until 12:00 noon and from 1:00 p.m. until 4:30 p.m. daily. All employees are expected to promptly observe starting times. The requirements of the position may necessitate the law clerk to work beyond the normal public business hours.
- Benefits:

Medical Insurance - Allen County offers optional plans for group medical insurance.

Paid Holidays – According to the schedule that is approved by the Allen Superior Court Board of Judges.

Ten additional days off (for vacation, illness, interviews, etc.) during term of appointment.