

**COMMONWEALTH OF VIRGINIA**  
**12<sup>TH</sup> JUDICIAL CIRCUIT – CHESTERFIELD AND COLONIAL HEIGHTS CIRCUIT COURTS**  
**JUDICIAL LAW CLERKS 2023-2024**

**JUDGES:** Judge Steven C. McCallum Judge Jayne A. Pemberton  
Judge David E. Johnson Judge M. Duncan Minton, Jr. (effective May 1, 2022)  
Judge Edward A. Robbins, Jr. Judge-elect Steven B. Novey (effective December 1, 2022)

**POSITION TITLE:** Law Clerk (one per Judge)

**DURATION:** One year; August 7, 2023 through mid-August 2024. Start and end dates set in coordination with the Virginia Board of Bar Examiners' July bar exam schedule and Chesterfield County's new employee orientation session dates.

**JOB DESCRIPTION:** Each Circuit Court Judge hires his/her own law clerk to support that judge's assigned caseload and administrative responsibilities. Two of the six judges sit in Colonial Heights 2-3 days per week, and the law clerks also support the workload in that Court. The essential responsibilities for all law clerks are the same, although each judge will determine the exact duties and specific assignments. Work includes but is not limited to:

- 1) **Civil Hearings.** Prior to civil hearings and trials, the law clerk prepares hearing notes summarizing the contents of the file and explaining the purpose of the hearing. The law clerk attends all civil proceedings with his/her judge (hearings, bench trials, and jury trials), provides courtroom clerk support, keeps official notes of the proceedings, marks exhibits, and keeps a record of witnesses in civil bench and jury trials. Responsibilities also include drafting court orders for cases involving *pro se* parties and managing timely judicial review of civil and criminal motions. The law clerk works closely with staff from other agencies in the courthouse including the Clerk's Office, particularly the Civil Division, and the Sheriff's Office. The law clerk may attend other court proceedings as directed or as time permits.
- 2) **Research and Writing.** The law clerk researches all issues taken under advisement by the Court and drafts opinion letters. The law clerk researches other issues as requested and prepares sketch orders as necessary.
- 3) **Review of Orders.** The law clerk reviews all civil orders submitted to ensure compliance with statutory requirements. If necessary, the law clerk will communicate with the drafter to advise of the deficiency.
- 4) **Case Management.** The law clerk communicates with the Clerk's Office, attorneys, and *pro se* parties regarding delinquent orders and inactive cases, including scheduling status hearings, to manage the active civil docket.
- 5) **Communication with Attorneys/Parties.** The law clerk serves as a liaison between attorneys, *pro se* parties, and the judge, including screening *ex parte* communications and responding to mail from incarcerated individuals.
- 6) **Other Duties as Assigned.** The responsibilities of the law clerk may differ from those outlined above and may include other duties as assigned by the Judge, Chief Judge, Judicial Administrator, or Legal Assistant. Duties among law clerks also will vary by the administrative workload overseen by each Judge. Examples of additional responsibilities include topical areas such as: review of concealed weapon permits, review of petitions for rites of marriage celebrants, forfeiture dockets, and the drug court docket. Coordination with staff of the Judges' Chambers' is expected. Assistance with department administrative tasks may be requested.

**SALARY:** \$56,811. Work hours generally are Monday-Friday, 8 AM to 4:30 PM but will vary according to judicial and docket needs. Teleworking as a standard practice is not available to court personnel and is authorized by the supervising judge. This position does not accrue paid time off, but there is some flexibility for leave in coordination with the supervising judge and fellow law clerks. Health and dental insurance may be purchased through Chesterfield County. Employment is at the pleasure of the supervising judge.

**CONTACT:** Tricia Muller, Judicial Administrator (MullerT@chesterfield.gov)  
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