

# 2024 -2025 Summer Clerkship

## Frequently asked questions

### Eligibility

I am not in my penultimate year of study; can I still apply?

Yes. We accept applications from students in all years of their degree. However, we generally give preference to students who have recently graduated or who are in their final year of study.

### Application dates

I have previously submitted an application; do I need to re-apply?

Yes. Applications will need to be submitted against the new job advertisement created each year. The Summer Clerk role is generally advertised in July or August prior to the upcoming summer.

When do applications close?

Applications are generally open for a 4-week period. Applications received after the date will not be considered for a summer clerkship with the Policy, Reform and Legislation Branch.

### Applying for an internship

Do I need to include certified transcripts with my application?

No. We are happy to accept unofficial transcripts.

Should I include letters of recommendation with my application?

No. We will not look at or follow up written references submitted as part of the application.

Are you able to provide me with feedback on my application?

Unfortunately, we are unable to provide you with feedback on your application. The volume of applications is such that we would require a dedicated feedback team to provide comments on everybody's application.

### The program

How many clerks will you be engaging?

The number of clerks we employ for each program will vary. Generally, we accept anywhere between 1-4 clerks per program.

Is this a paid position?

Yes. Clerk Grade 1/2, Base Salary (\$70,694– \$76,857), pro rata plus employer's contribution to superannuation.

How long does the Summer Clerkship Program run for?

The Summer Clerkship Program runs for 8 weeks over the months of November - February. Within this period, we generally expect each clerk to be available full-time for 8 weeks, or for an equivalent amount of time if undertaking the clerkship part-time.

Will I be required to work over the Christmas / New Year period?

No, PRL Branch has a two-week shutdown period over Christmas / New Year. You will be notified of these dates if successful.

Where are the clerkships located?

This will be discussed with you if successful. Currently PRL Branch staff work flexibility from home and in the office. The office is situated at 6 Parramatta Square, 10 Darcy St Parramatta above Parramatta Station.

I am really interested in the Summer Clerkship Program, but I also have other commitments throughout the course of the program, is there some flexibility with working arrangements?

Absolutely. Although our preference is for you to maximise your clerkship experience and work full-time, we understand that you may have exams, intensive courses, part-time jobs, or other clerkships. We are happy to discuss and accommodate your commitments.

Could a clerkship turn into a permanent job?

A clerkship does not guarantee future employment with the Department of Communities and Justice. However, the clerkship does allow you to engage with the organisational culture, establish networks, and build industry specific skills. These benefits will assist you if you decide to apply for any jobs with the NSW Department of Communities and Justice in future.

What will I be working on?

Clerks will perform legal research and writing tasks related to the policy work of the Department.

## **The Recruitment Process**

I just submitted my application, what happens next?

After the closing date, all applications will be reviewed, and applicants selected for interview. We will be in touch with applicants who have been shortlisted for interview in September.

How many interviews will I have to attend?

If you are selected for an interview, there will be one interview for approx. 30 - 45 minutes. Applicants may also be asked to complete a written task.

How are the interviews conducted for interstate and international applicants?

For international and interstate applications we will make arrangements for a telephone or MS Teams interview.

What does the interview process involve?

Summer Clerks will be recruited based on merit selection. To ensure that this process is equitable, interviews are formal, with each interviewee being asked the same set of questions.

Interviewees may also be asked to prepare a written response to a hypothetical problem.

Do you have any more information about the interview?

A minimum of two panel members will conduct the interview. 15 minutes before the interview, we will provide you with the questions that the panel will ask you. You can use the 15 minutes to review the questions and make notes, which you can bring with you into the interview. Interviews may be held in person in Parramatta or online via MS Teams. You will be notified in advanced.

I still have some questions I would like answered?

No problem, send us an email to [policy@justice.nsw.gov.au](mailto:policy@justice.nsw.gov.au) and we will get back to you as quickly as we can.