

Law Clerkship Program

Frequently Asked Questions

Eligibility

Q: I am not in my penultimate or final year of study, can I still apply?

A: Yes. We accept applications from students in all years of their degree. However, preference will be given to students who are in their penultimate or final year of study.

Applying for a clerkship

Q: My application is to include my most recent academic transcript. Do I need to include a certified copy of my transcript?

A: No. We will accept unofficial transcripts.

Q: Should I include letters of recommendation with my application?

A: No. However, you must provide the contact details of your referees in your application.

The program

Q: How many Law Clerk roles are available?

A: There are four roles.

Q: How long does the Law Clerkship Program run for?

A: The Law Clerkship Program is a flexible program and can run for a period of up to 8 months depending on the dates and availability of the successful applicants.

Q: When does the Law Clerkship Program run?

A: Subject to operational requirements, Law Clerks will be able to elect their start and completion dates. Law Clerks can generally be onboarded from November 2024 and will complete in June 2025.

Q: Where are the clerkships located?

A: Law Clerks will be largely based at the 6 Parramatta Square, 10 Darcy Street and 93 George Street Parramatta NSW 2150, all of which are in walking distance of Parramatta Station.

Q: Is this a paid position?

A: Yes, full time Law Clerks will be paid a salary at the clerk grade 1/2 level, currently \$70,694 - \$76,857 per annum plus superannuation and leave loading.

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

A: Absolutely. The NSW Department of Communities and Justice adopts a flexible working policy. It is understood Law Clerks may be studying concurrently and hours and leave can be adjusted to facilitate classes and exams.

Q: Could a clerkship turn into a permanent job?

A: A clerkship does not guarantee future employment with the NSW Department of Communities and Justice. However, the clerkship does allow you to engage with the organisational culture, establish networks, and build industry specific skills.

Q: Will my rotation preferences be considered?

A: Successful applicants will be invited to elect preferred team rotations. These will be considered where possible. Alterations may be made due to capacity of teams, length of program and rotations of other Law Clerks.

Q: How long are team rotations?

A: It is generally recommended that a rotation lasts for 6 weeks, however these can be varied as above.

The recruitment process

Q: When can I submit my application?

A: All applicants are required to submit their applications between 27 June 2024 and 24 July 2024. Any applications received outside of this period will not be considered.

Q: I just submitted my application, what happens next?

A: Applications close on 24 July 2024. After the closing date, all applications will be reviewed and applicants will be selected for interview. We will be in touch with applicants who have been shortlisted for interview which will take place in August 2024.

Q: How will the interview be conducted?

A: Interviews will be conducted in person or remotely as required.

Q: How many interviews will I have to attend?

A: There will be one interview. Applicants will also be asked to complete additional assessments.

Q: When will I receive an offer?

A: Successful applicants will receive offers in mid-September 2024.

Unsuccessful Applicants

Q: When will I know if my application was unsuccessful?

A: DCJ receives a large number of applications each year. You will be contacted with the outcome of your application. Applicants progressing to interview will be contacted in early to mid-August 2024.

Q: Are there any other options if I am unsuccessful?

A: There are a number of pathways to working with DCJ check <https://iworkfor.nsw.gov.au/> for other suitable opportunities.

Note: this is not the Policy, Reform and Legislation Summer Clerkship Program