

**Trial Court Research Assistant (Full-Time Position)**  
**North Carolina Business Court**  
**Raleigh, NC**

**GENERAL DESCRIPTION**

The Honorable Mark A. Davis  
Special Superior Court Judge for Complex Business Cases

The North Carolina Business Court is a specialized forum of the North Carolina Superior Court. Cases involving complex and significant issues of corporate and commercial law are designated by the Chief Justice of the Supreme Court of North Carolina for assignment to a Business Court Judge who oversees resolution of all matters in the case through trial. For more information, please visit our website at [www.ncbusinesscourt.net](http://www.ncbusinesscourt.net).

The North Carolina Business Court (Raleigh Division) is seeking a qualified individual to assist the Court in evaluating, administering, and managing cases involving commercial matters that are designated and assigned to the Court. Duties include, but are not limited to, the following:

- Assist the Business Court Judges in chambers located at the Wake County Courthouse (Raleigh);
- Draft orders on non-dispositive case matters reflecting the decision of the Court;
- Communicate with counsel regarding case management matters;
- Assist the judges and law clerks in evaluating and administering assigned cases;
- Conduct legal research on a variety of commercial business issues;
- Analyze complex legal data and issues;
- Prepare legal memoranda;
- Process emergent motion applications;
- Cite check and proofread published opinions prior to publication; and
- Track current developments in the law;
- Prepare and present training to Judicial Branch stakeholders;
- Assist Court Coordinator as necessary to provide administrative support.

The Candidate must be licensed to practice law in North Carolina or another State and must have knowledge of: court rules and procedures; case, statutory, regulatory, and common law as it pertains to matters designated to the North Carolina Business Court; ethical rules; the practical aspects of trial practice; and electronic legal research methods and procedures. Two years of prior clerkship or private practice experience is recommended.

The Candidate must have the ability to analyze facts, laws, rules, regulations, interpretations, and written documents and apply them to specific legal issues.

## **REQUIRED DOCUMENTS**

Applicants should mail or email their documents to the address below. Please submit the following:

1. Cover letter to Judge Davis
2. Resume, including class rank (top 1/3 of class preferred)
3. Transcript
4. Writing sample (Please include a certification that the writing sample is wholly the applicant's writing, without editing by another.)
5. List of three (3) references (Please indicate at least one reference who is familiar with applicant's writing, preferably a judge or professor.)

## **APPLICATION DEADLINE**

Deadline to apply is July 22, 2022. Applications will be reviewed on a rolling basis. Early applications are encouraged.

Interviews to be held in Raleigh or via WebEx.

## **CONTACT INFORMATION**

For questions, please call Kelly O'Neill, Court Coordinator  
(919) 792-4719

Mail or email applications to:

The Honorable Mark A. Davis  
North Carolina Business Court  
P.O. Box 989  
Raleigh, NC 27602  
[Mark.A.Davis@nccourts.org](mailto:Mark.A.Davis@nccourts.org)