

**2024 – 2025****Tax Court of Canada****APPLICATION FOR CLERKSHIP**

Applications are invited for the position of Law Clerk to the Judges of the Tax Court of Canada. The Tax Court of Canada will staff eighteen (18) Law Clerk positions.

PLACE OF WORK

Tax Court of Canada, 200 Kent Street, Ottawa, Ontario.

PERIOD OF EMPLOYMENT

One (1) year, commencing on August 19, 2024.

SALARY AND BENEFITS

Salary is currently \$68,889 per annum. We also offer a comprehensive benefits package.

DUTIES

The majority of the workload consists of:

- preparing legal opinions;
- researching specific legal questions; and
- reviewing and commenting on draft reasons for judgment

QUALIFICATIONS

- (1) Law degree from a Canadian university obtained by August 19, 2024. If you went to school outside Canada, please consult the Canadian Information Centre for International Credentials (www.cicic.ca);
- (2) Good cumulative grade point average in courses pursued towards a law degree;
- (3) Demonstrated interest in tax law and commercial transactions;
- (4) Successful completion of at least one course in tax law;
- (5) Proficiency in English **or** French is required. Proficiency in the other official language is required **for certain positions only**;
- (6) Other qualifications will be assessed. For more details, please review the “Statement of Merit Criteria” on page 4.

WHO CAN APPLY

Only persons holding Canadian citizenship or having permanent resident status in Canada or a work permit for Canada may apply.

Preference will be given to persons residing in Canada and Canadian citizens residing abroad. Applications made by persons who are not permanent residents or Canadian citizens are accepted; however, if there are sufficient qualified applicants who are permanent residents or Canadian citizens, the selection will be confined to those applicants.

HOW TO APPLY

YOU:

Your application must be submitted by **Friday, January 6, 2023, 11h59 pm**. Your application must be submitted **by email only** to lcp-paj@cas-satj.gc.ca, in the language of your choice and must include the following documents in **one single PDF file**:

- covering letter addressed to the “Clerkship program of the TCC”;
- résumé (**specify clearly at the top of your résumé your citizenship status, official languages proficiency, email, telephone and your complete mailing address**)
- copies of transcripts from other university studies **aside from law**. Do not submit duplicate or certified copies by mail;

YOUR LAW SCHOOL:

The Registrar’s office of your law school must provide, **by mail or by e-mail** to lcp-paj@cas-satj.gc.ca, a certified copy of your latest transcript, which includes **your fall 2022 grades that are available at the time of mailing. The transcript must be received by Friday, January 20, 2023, 11h59 pm**. Do not submit duplicates.

YOUR REFERENCES:

You must obtain **three (3)** reference letters addressed to the “Clerkship program of the TCC” from:

- i) two professors from the law faculty, **including a professor who has taught you at least one course in tax law**;
- ii) one other person.

Your references must themselves submit their letter by email only to lcp-paj@cas-satj.gc.ca. Do not submit duplicates by mail. Letters of reference must attest to the candidate’s qualifications regarding reliability, discretion, effective interpersonal skills and judgment. It should be noted that each letter of reference does not have to attest to all the qualifications provided that all the qualifications are addressed in one or more of the letters of reference. The letters must be received by **Friday, January 13, 2023, 11h59 pm**.

Please note that no documents submitted will be returned.

Please do not submit writing samples or any other unsolicited documents. They will not be considered.

We communicate with candidates by e-mail only. Therefore, you must include in your application a valid e-mail address that is functional at all times and accepts messages from unknown users.

Incomplete or late applications will not be considered.

Our contact information:

lcp-paj@cas-satj.gc.ca

2024 – 2025 TCC Clerkship Program
Tax Court of Canada
200 Kent Street
Ottawa, Ontario
K1A 0M1

INTERVIEWS

Only pre-selected applicants will be contacted in early February 2023 and invited for a written exam and interview during the last two weeks of February 2023. The interview will be conducted by a panel of three judges.

Only successful candidates will be contacted by telephone the week following the conclusion of all interviews. We thank all applicants for their interest; however, **only those candidates selected for an exam and interview will be contacted.**

FURTHER INFORMATION

For further inquiries regarding the Tax Court of Canada clerkship or to communicate with a current Law Clerk, please contact:

The Project Officer by e-mail at lcp-paj@cas-satj.gc.ca or phone at (613) 996-3451 or the Executive Legal Counsel at (613) 996-2700.

We encourage you to explore:

The Law Clerk Program Video and FAQ: <https://www.tcc-cci.gc.ca/en/pages/about/careers>

The Tax Court of Canada website: www.tcc-cci.gc.ca

The Courts Administration Service website: www.cas-satj.gc.ca

NOTE

A pool of qualified candidates may be established as a result of this selection process.

Certain law societies recognize the service of the law clerks as fulfilling all or part of their articling requirements. Candidates should verify this with the law society of the jurisdiction in which they will seek admission to practice.

The Public Service of Canada is committed to building a skilled, diverse workforce reflective of Canadian society. As a result, it promotes employment equity and encourages you to indicate voluntarily in your application if you are a woman, an Aboriginal person, a person with a disability or a member of a visible minority group.

The Public Service of Canada is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing (including interview), you should advise us in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Tax Court of Canada
STATEMENT OF MERIT CRITERIA

ESSENTIAL QUALIFICATIONS

At the time of appointment, candidates must have a law degree from a Canadian university. Alternately, the candidate must have a law degree from a university outside of Canada, together with a Certificate of Qualification issued by the National Committee on Accreditation.

Good cumulative grade point average in courses pursued towards law degree.

Demonstrated interest in tax law and commercial transactions.

Successful completion of a course in tax law.

Ability to conduct legal research.

Ability to analyze legal principles and/or legal problems.

Ability to effectively communicate orally and in writing.

Reliability.

Discretion.

Effective Interpersonal Skills.

Judgment.

LANGUAGE REQUIREMENTS

(will be assessed at a later date)

Various linguistic profiles to include:

English Essential, French Essential **or** Bilingual CCB/CCB

ASSET QUALIFICATIONS

Master's degree in law, taxation, economics, business administration, etc.

Experience working in a legal environment.

A law degree in both common law and civil law.

CONDITIONS OF EMPLOYMENT

Secret security clearance (will be assessed by us at a subsequent date)

OPERATIONAL REQUIREMENTS

Willing and able to work flexible hours.