

LAW CLERK I

NATURE AND VARIETY OF WORK

This is entry level exempt para-professional legal work in support of legal activity within the County government. Work is performed under the close supervision of an attorney.

Upon the satisfactory completion of a probationary period, entry level incumbents may be non-competitively promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Conducts basic legal and factual research under the close direction of an attorney; performs basic manual and automated legal research to gather background information.

Conducts interviews with clients, victims, witnesses and others to extract and explain information.

Drafts routine pleadings, memoranda, opinions and other documents in support of a legal activity.

Maintains, reviews and extracts information from case files in the course of case preparation.

Collects, maintains and verifies basic statistical records and information regarding cases, depositions, amounts of money collected, etc.

Answers routine inquiries regarding legal procedures, laws, ordinances, and office/government/court functions.

Assists in organizing and maintaining a law library.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Working knowledge of legal principles and practices.

Basic knowledge of manual and computerized legal research techniques and practices.

Working knowledge of legal office procedures, practices and methods.

Ability to organize and gather factual information.

Ability to communicate ideas effectively both orally and in writing.

Ability to prepare basic legal memoranda, pleadings, opinions and other documents.

Ability to establish and maintain effective working relationships with the judiciary, Court officials, attorneys, clients and others.

Ability to collect, maintain, and verify statistical records and information.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent GED, plus some college level courses toward a law degree; or an equivalent combination of education and experience.

REVISED: 10/88