



JOB DESCRIPTION

JOB TITLE:	Law Clerk	FLSA:	Exempt
DEPARTMENT:	District Court	GRADE:	L1
REPORTS TO:	Judge	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for providing support to judicial staff by performing legal research and project coordination as a law school graduate prior to or after passing the State Bar Exam.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Researches applicable legal and factual issues using computerized techniques and/or law library materials at the direction of an attorney or judge.
- Interprets and applies laws, court decisions and other legal authorities in the preparation of briefs, pleadings and other legal papers.
- Drafts memoranda, opinions and other documents related to findings on specific cases or issues.
- Researches and explains departmental, County and State procedures to attorneys and departmental support staff.
- Maintains accurate records and files; prepares a variety of records and reports as assigned.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Juris Doctorate in Law.



LAW CLERK

Required Knowledge and Skills

Knowledge of:

- Methods and techniques of legal research and investigation.
- Judicial procedure and rules of evidence.
- Applicable laws, codes and regulations.
- Computer applications, particularly as related to the performance of legal research.
- Correct business English, including spelling, grammar and punctuation.
- Principles, methods, materials and practices of legal research.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Researching, interpreting, applying, and explaining applicable laws, codes, regulations and court decisions.
- Using initiative and independent judgment within established procedural guidelines.
- Maintaining accurate records of work performed.
- Compiling and summarizing information and preparing periodic or special reports related to the work of the court.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Interpreting, applying and explaining complex laws, codes, regulations and procedures.
- Using tact, discretion and prudence in dealing with court officials, witnesses, members of the legal community and the general public.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Driver's License.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to remain seated for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.