



CLASS SPECIFICATION

Class Title: Law Clerk
Department: Attorney

Class Code: 652
Eff Date: 09/01/09
Grade: 13

GENERAL PURPOSE

Under general supervision from an administrative authority, performs legal research and prepares memoranda, briefs, regulations and/or other legal documents in the County Attorney office. Qualified incumbents may assist in Justice Court under 3rd year practice rule.

EXAMPLE OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class.).

Drafts litigation working documents; prepares documents consisting of concise decisions based upon facts of case interpretations of law and compliance with state and federal standards.

Evaluates information to determine status of individual cases.

Monitors, tracks and follows up on documentation, case files or other assignments to ensure appropriate timelines are met and action completed. Maintains document control, tracking and tracing; reviews case files and/or digests trial folders, etc.

Prepares cases by conducting legal research and gathering evidence.

Reviews cases, applications, files, records, etc., to determine action to be taken. Qualified incumbents may assist in processing cases in Justice Court.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Actively enrolled as a second or third year law student in good academic standing at an accredited law school.

2. Special Qualifications:

Must furnish personal transportation for on-the-job travel.

Must possess a valid Utah Driver License.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Working knowledge of: formats for a variety of legal documents; Utah Law on Disk and Westlaw; legal research methods, techniques, and sources of information; laws, legal codes, precedents, and government regulations; legal processes and procedures; legal terminology.

Skill in: conducting legal research; legal writing including briefs and memos.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: organize information in a clear and concise manner; understand and apply case law, statutory law and legal principles to individual cases; analyze and organize facts, evidence and precedents and apply them to legal issues; write briefs, legal memoranda and opinions clearly, concisely and grammatically correct; compose and present reports, documents, and related materials; coordinate multiple tasks efficiently; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees, administrative and court officials and the general public.