

*Code: 3142*

*Title: LAW CLERK*

SUMMARY: Performs paraprofessional legal work assisting attorneys by conducting legal research.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Researches appeals and prepares rough drafts of preliminary briefs or arguments based on statutory law or decisions;

Researches points and rules of law and prepares written reports summarizing research;

Performs research and studies legal records and comments to obtain data applicable to the case under consideration;

Prepares legal documents such as motions, petitions, memoranda, and changes of plea;

Conducts interviews of victims and witnesses;

Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;

Conducts routine investigations on less serious charges for background and basic information;

Serves copies of pleading on opposing counsel and delivers documents to various County offices;

Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;

Maintains documents and correspondence files.

KNOWLEDGE & SKILLS:

Knowledge of:

- legal terminology;
- State civil and criminal law;
- court procedures and criminal justice and court systems;
- principles, procedures and methods of legal research.

Skill in:

- performing legal research and preparing reports on findings;
- analyzing legal documents;
- processing and preparing summaries of legal opinions from cases of other jurisdictions;
- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Second year law student in, or a graduate of, a law school accredited by the American Bar Association.

OR:

(2) Graduation from an accredited college of law in criminal procedures, constitutional law and legal research or an equivalent combination of training and experience.

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

Special Notice Items: Due to the need for access to courts, law enforcement, detention or correctional facilities, some positions in this classification may require satisfactory completion of a personal background investigation by law enforcement agencies.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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