

Code: 3148

Title: LAW CLERK-COUNTY ATTORNEY

SUMMARY: Performs paraprofessional legal work assisting attorneys by conducting in-depth legal research and report documentation.

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 drafts of preliminary briefs or arguments based on statutory law or decisions;
Conducts legal research through the use of computerized legal research systems such as Lexis and Westlaw, or statutes, U.S. Constitution, legal periodicals, law reviews, digests, legal encyclopedias, codes, regional and federal reporters, slip opinions and various case law;
Updates or shepardizes case law to distinguish and analogize the case to the fact situation at hand;
Identifies applicable statutes or rules that are in force and effect for the particular matter;
Researches points and rules of law and prepares written reports summarizing research;
Searches for and studies legal records and comments to obtain data applicable to the case under consideration;
Prepares legal documents such as motions, petitions, briefs, memoranda and changes of plea;
Conducts interviews of victims and witnesses;
Serves copies of pleadings on opposing counsel and delivers documents to various county offices;
Confers with attorneys regarding legal issues.

KNOWLEDGE & SKILLS:

Knowledge of:

- legal code of ethics and terminology;
- legal research methods;
- statutes, codes and case laws;
- rules of court, criminal justice and court systems;
- Lexis or Westlaw data information systems;
- civil and criminal procedures.

Skill in:

- performing legal research using appropriate techniques and methods;
- interviewing techniques appropriate to a legal investigation;
- understanding and applying legal terminology;
- establishing and maintaining effective working relationships;
- communicating effectively.

MINIMUM QUALIFICATIONS:

EITHER:

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

OR:

(2) Completion of course work from an accredited college of law in criminal procedures, constitutional law and legal research.

(Additional relevant experience and/or education from an accredited college of law may be substituted)

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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