

Law Clerk

Job Code
4092D3

Job Title
Law Clerk

Pay Grade
26

CONCEPT:

This is legal research work. Work involves performing a variety of duties in assisting attorneys or administrative officials in the legal matters of a state agency. Work includes performing legal research for attorneys to use in preparing legal opinions or actions; compiling administrative transcripts; and writing opinions on researched legal cases and reports as to their pertinence in specific situations.

TASKS:

- Assists in searching for, interpreting, and applying law, court decisions, and other legal authority in the preparation of briefs, pleadings, indictments, and other legal papers in connection with suits, trials, and other legal proceedings.
- Assists in drafting tentative laws, rules, and regulations; checks with various courts on status of pending litigation; maintains ledgers of pending and closed cases; compiles administrative transcripts; researches proposed legislation; and maintains law library.
- Prepares and maintains various legal records and reports.

LEVELS OF WORK

- Class Group consists of one class.

Minimum Requirements: Enrollment in or completion of an accredited college or university law school degree program.

REF: 12/13

REV: 6/23

REV: 6/24