

# **LAW CLERK**

**Definition:**

Under direct supervision of the General Counsel performs and coordinates a variety of highly specialized Law Clerk duties to support legal and litigation functions. These functions include (but not limited to) researching law, investigating facts, and preparing documents and affidavits to assist attorneys prepare for and conduct cases and prepare legal opinions.

**Distinguishing Characteristics:**

This is a entry-level confidential classification in the legal office. The nature of the assignment is temporary, and is intended to give law students practical, entry-level experience in the field of law.

**Supervision Exercised and Received:**

The position is responsible to the General Counsel and other attorneys as determined by the General Counsel.

**Examples of Duties and Responsibilities:**

*Duties and responsibilities may include, but are not limited to, the following:*

- Prepares legal drafts by assembling and organizing information for legal forms and documents, including complaints, declarations, discovery requests, responses, and other pleadings.
- Researches law by studying laws, statutes, constitutions, regulations, court opinions, including precedents and reasoning, and trends using standard print texts and computers; preparing legal memoranda.
- Assembles case materials by collecting, organizing, and summarizing information, documents, reports, and evidence.
- Prepares exhibits, subpoenas, evidence, and motions.
- Maintains calendar by entering and updating requirements, court dates, and meetings.
- Confers with and advises school district clients on legal issues under supervision.
- Prepares formal opinions as to the legality of action.
- Drafts and reviews resolutions, contracts, leases, conveyances and other legal documents.
- Prepares pleadings and other papers in connection with lawsuits, trials, hearings and other legal and administrative proceedings.
- Performs a wide variety of legal research and prepares briefs.
- Performs related duties as assigned.

**Employment Standards:**

***Knowledge of:***

- Duties, powers, limitations and authority of California public agencies.
- Rules of evidence and the conduct of court proceedings.
- Legal principles and their application in administrative law.
- Standard English usage, spelling, grammar and punctuation.
- Requires math skills sufficient to compute sums, quotients, fractions, percents, and ratios.
- Requires sufficient command of English usage, spelling, grammar, and punctuation to prepare professional correspondence and standardized reports.
- Requires sufficient human relations skill to communicate technical concepts to others and convey a positive, service-oriented image of the department.
- Knowledge of safe work practices.
- Westlaw and other electronic databases.

***Ability to:***

- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials and resources.
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files.
- Maintain an orderly work environment and perform tasks in a prescribed and safe manner.
- Establish and maintain cooperative working relationships with those contacted during performance of job duties.
- Maintain and improve professional skills and knowledge.
- Be flexible and receptive to change.
- Understand and apply principles, techniques and procedures required for effective job performance.
- Present statements of fact, law and argument clearly and logically in written and oral form.
- Research, analyze and draft opinions, sample district policies, contracts and legal instruments.
- Learn to work with the California Education Code, the California Code of Regulations, the California Government Code and the California Public Contract Code.

**Education and Experience:**

*Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

***Education:***

- Completion of at least one year and current enrollment in an accredited law school.

***Experience:***

- Experience working in a legal office, which serves schools/school districts and/or other related governmental operations is desirable.

**Other Requirements:**

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Must have normal vision, corrected or uncorrected.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive and possess a current driver license within the United States of America, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

**Other:**

Adopted: 4/23/2018  
FLSA Status: Non-exempt  
Bargaining Unit: Unrepresented  
Approved by: Personnel Commission