

## LAW CLERK

### DEFINITION

Performs entry-level technical legal work under immediate supervision of attorneys on a part-time basis while pursuing a law degree; undergoes training in legal research, analysis, and reporting; and assists experienced legal staff.

### TYPICAL DUTIES

Learns and applies policies, procedures, rules, and regulations of the organizational unit and professional specialty to which assigned and assists staff by performing the following types of duties:

Collects, records, organizes, and analyzes data relative to research of legal issues.

Assists legal teams by performing assigned technical tasks under immediate supervision of attorneys and other legal staff.

Researches and verifies points of law cited by attorneys in memoranda.

Prepares draft pleadings, correspondence, legal memoranda, opinions, briefs, and other documents.

Responds to request for legal opinion at the direction of attorneys.

Attends client meetings and School Board meetings.

Researches and downloads data from the computer, reviewing and extracting information from technical materials, including correspondence, reports, procedural guides, and instructions.

Initiates complex research papers and projects for attorneys.

Operates a computer and related software.

Contacts private firms and public agencies to collect data regarding policies, procedures, and other matters.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Law Clerk works part-time while pursuing a law degree and performs a variety of duties of varying scope and difficulty to assist staff counsel on casework and receives practical training and experience in legal research and analysis.

An Administrative Intern I works part-time while pursuing an undergraduate degree and performs a variety of duties of varying scope and difficulty to assist administrators, such as the District Business Manager, and staff on particular projects and receives practical training and experience in administrative research and analysis while continuing to pursue an undergraduate academic degree. An Administrative Intern II performs similar duties while pursuing an advanced degree in a graduate program. The work experience obtained by the Interns is intended to help provide a pool of qualified candidates for entry into any of a number of classes in professional specialties within the District.

A Human Resources Intern works part-time while pursuing a graduate degree and performs a variety of personnel related duties of varying scope and difficulty to assist professional level staff such as Human Resources Specialists on particular projects and receives practical training and experience in technical personnel areas. The work experience obtained by the Interns is intended

to help provide a pool of qualified candidates for entry into professional personnel specialties within the District.

## SUPERVISION

Supervision is received from Associate General Counsel I's and II's, Assistant General Counsels II's, and higher-level personnel. No supervision is exercised.

## CLASS QUALIFICATIONS

### Knowledge of:

- Effective public relations
- Basic financial, numerical, and statistical data research, collection, and analysis
- Legal writing practices
- Draft pleadings and correspondence
- Elementary statistical concepts and graphic and tabular presentation of data
- Principles of English grammar and composition
- Personal computers and peripheral equipment, software, and hardware operation and usage

### Ability to:

- Learn and apply District legal guidelines
- Compile and analyze financial, numerical, and statistical data
- Develop a systematic record-keeping and data gathering process
- Recognize, interpret, and analyze discrepancies in data
- Utilize data processing systems to generate reports
- Prepare and present clear, concise, and accurate reports
- Utilize word processing software proficiently to create complex documents
- Conduct legal research and analyze or evaluate findings
- Apply pertinent laws and rules in assessing information
- Plan, organize, and schedule work to meet deadlines
- Maintain confidentiality in assessing confidential information
- Work effectively with other District employees and the public
- Communicate effectively in spoken and written English
- Operate a personal computer and peripheral equipment
- Perform a variety of tasks at the same time

## ENTRANCE QUALIFICATIONS

1. Graduation from a recognized college or university with a bachelor's degree.
2. Current enrollment in a juris doctorate program at an institution approved by the American Bar Association and:
  - completion of at least one year, and
  - successful completion of a legal writing course in that program.

If appointed to a position, continued assignment is contingent upon continued studies. Law Clerks will be assigned to work up to 20 hours a week.

### Special:

A valid California Driver License and use of an automobile may be required in some positions.

This class description is not a complete statement of essential job functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical

duties of the position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
08-10-15  
JPK