

LANCASTER COUNTY
LAW CLERK

NATURE OF WORK

This is responsible work performing legal research, writing briefs, legal opinions and similar documentation and completing clerical work of considerable difficulty.

Work involves a variety of duties usually performed on a part-time basis and primarily concerned with legal research and writing, contact with attorneys and other related clerical duties as assigned. An employee in this class is typically expected to perform a variety of paraprofessional services related to legal communication and representation. Work is assigned and supervised by an administrative superior.

EXAMPLES OF WORK PERFORMED

Assists attorneys and law staff in performance of fundamental research and preparation of memoranda, reports, briefs, letters, legal opinions and similar documents.

Searches resources and study legal records and documents to obtain information applicable to case under consideration; prepares briefs or arguments.

Assists in filing, researches and examines legal documents and public records; files and maintains legal resource materials.

Assists in the preparation and presentation of cases before various courts; collects, organizes and prepares evidence, information and other legal materials needed by attorneys.

Contacts and interviews individuals in preparation for appearances at meetings, consultations, hearings, trials and other proceedings.

May serve as liaison and coordinates with other public agencies, governmental bodies, County departments and law firms regarding processing court cases and legal matters.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of legal research work.

Knowledge of the State and Federal judicial organization and legal process.

Knowledge of law office methods, procedures and protocols.

Ability to research the law, legal records and documents.

Ability to analyze data, write clear, concise legal briefs and prepares legal documents and correspondence.

Ability to establish and maintains effective working relationships with the Courts, public agencies, County officials, co-workers and the public.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university and present enrollment as a full or part time student including successful completion of first year in a graduate school of law, plus an intent to continue and complete legal education; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

10/74

Revised: 9/95

PS0911