

LANCASTER COUNTY  
DISTRICT COURT STAFF ATTORNEY

NATURE OF WORK

This is legal research work reviewing briefs, legal opinions and similar documentation. Work involves a variety of duties including conducting research into statutes, determining pertinent issues, precedents and other circumstances bearing on such issues, and drafting opinions, adjudications and similar documents. The work is performed directly for a District Court Judge of Lancaster County.

EXAMPLES OF WORK PERFORMED

Research, study and annotate laws, court decisions, documents, opinions, briefs and related legal authorities to process suits, trials, hearings, appeals and other litigated matters; attend such legal proceedings as required.

Read opinions, briefs and motions and extract excerpts pertinent to points of law and fact.

Prepare proposed written orders and legal memoranda including appropriate recommendations to the requesting judge.

Maintain courthouse library and related items necessary for the use by the judge and the staff of the District Court.

Attend meetings and trainings as required.

Perform other duties as assigned by a judge.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of legal research work.

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

Knowledge of constitutional law, state statutory law and court rules.

Knowledge of judicial procedures and of the rules of evidence and court rules.

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 prepare legal documents and correspondence.

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

#### MINIMUM QUALIFICATIONS

Graduation from an accredited College of Law and some experience as a Law Clerk; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

#### NECESSARY SPECIAL REQUIREMENT

Membership in the Nebraska State Bar Association with eligibility to practice law in the State of Nebraska or ability to obtain in six months.

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