COUNTY OF SOLANO
CLASS SPECIFICATION
LAW CLERK

CLASS SUMMARY:

The Law Clerk class performs legal research in the preparation of legal briefs, opinions and similar documents; prepares drafts and legal memoranda summarizing studies of court decisions, administrative board actions, state statutes, county ordinances and legal opinions; assists in the investigation and preparation of cases for presentation in court.

This class provides employment for law students who have completed study in a law school of recognized standing and who are eligible to take the examination for admission to the State Bar of California.

ESSENTIAL DUTIES: This class specification represents the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.	**PERCENT OF TIME**	**DBM RATING**
Examines and interprets evidence; checks questions of law and evidence. Aides in the preparation of trial briefs and in the organization of investigations. Studies, interprets and applies laws, courts decisions and other legal authorities for use in the preparation of cases, opinions, and briefs. Confers with investigators regarding the collection of facts; makes investigations to collect facts; locates witnesses and parties. Performs other duties of a similar nature and level as assigned.		

Training and Experience: (positions in this class typically require)

Candidates must be graduates from a recognized school of law and be eligible to take the examination for admission to the State Bar of California.

Licensing/Certification Requirements: (positions in this class typically require)

- May require a Valid California Driver's License, Class C

Knowledge of:

- Principles of law and their application
- Trial procedures and the rules of evidence
- Legal research methods and the preparation of briefs and opinions
- County government functions and legal responsibilities

Skills in:

- Analyzing and applying legal principles, facts, evidence, and precedents to legal problems
- Presenting statements of law, fact and argument clearly and logically in written and oral form
- Researching and preparing legal opinions
- Establish and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy, patience, and compassion

ADA Requirements:

Positions in this class typically require reaching, standing, walking, fingering, grasping, talking, hearing, seeing, and repetitive motion.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Other Requirements:

- May require independent travel

Class Information:

Approved by HR Director XX/XX