

LAW CLERK

DEFINITION

Under general supervision, performs independent legal research and analysis, including drafting orders and memoranda and providing legal recommendations; provides clerical and office administrative assistance for appellate court justices and attorneys; performs related work as assigned.

CLASS CHARACTERISTICS

In this single-level classification, incumbents perform a limited scope of legal duties including drafting memoranda, conducting research and analysis, and providing legal recommendations. Incumbents regularly provide clerical and office administrative assistance for appellate court justices and attorneys. This classification is distinguished from the Judicial Assistant classification in that the latter cannot perform duties that require bar membership, including recommendations regarding appropriate dispositions. This classification is distinguished from the Appellate Court legal series in that it does not perform the full scope of legal duties and regularly performs clerical and office administrative duties.

EXAMPLES OF DUTIES (*illustrative only*)

- Reviews, evaluates, and analyzes briefs, petitions, motions, and other pertinent documents filed in a particular case in order to determine legal issues, scope and complexity of issues raised, and factual accuracy.
- Conducts independent legal research for relevant cases, statutes, court rules, secondary sources not cited by parties, issues raised by writ petitions, legislative history and intent of particular statutes.
- Reads and applies cases, statutes, constitutional provisions, and rules of court cited by parties.
- Prepares written statements of facts pursuant to rules of appellate review.
- Drafts and edits court orders, conference memoranda, requests for supplemental briefing, and correspondence.
- Makes recommendations to the Justices regarding appropriate dispositions.
- Works closely with court attorneys to gather documentation and supporting information; generates indexes.
- Verifies and shepardizes legal authorities cited; uses citator services to verify precedential value of citations.
- Provides office administrative and clerical assistance to court justices and attorneys, including processing legal documents, obtaining signatures from appropriate staff, calendaring case deadlines, scheduling meetings, filing, and data entry.
- Organizes, routes, coordinates and tracks assigned work to ensure completion; works closely with Clerk's Office and file room staff to ensure that materials are timely received and sent out; distributes, tracks, closes out and archives files and completed work.

- Maintains case files and database information; compiles statistics based on case information gathered and tabulated; maintains integrity of legally relevant original documents.
- May assist with special legal, clerical or administrative projects.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- May be required to travel statewide as necessary.

QUALIFICATIONS

Knowledge of:

- Standard administrative office practices and procedures, including recordkeeping systems and file maintenance.
- Principles and techniques of preparing a variety of effective written materials.
- Substantive and procedural legal principles and applications.
- Scope and character of California and federal statutory and case law and provisions of the United States and California Constitutions; California Rules of Court; the legislative process; statutes and constitutional provisions governing the organization, duties, powers, procedures, management, and conduct of the work of the trial and appellate courts.
- Principles of administrative and constitutional law.
- Rules of evidence and procedure in California trial and appellate courts.
- Methods of complex legal research.

Ability to:

- Conduct complex and difficult legal research.
- Apply legal principles and precedents to particular sets of facts.
- Analyze legal issues; present statements of facts, law, policy, and argument clearly, concisely, and logically.
- Draft and edit legal documents and correspondence.
- Exercise sound judgment and integrity consistent with representing the judicial branch; maintain confidentiality.
- Organize own work, set priorities, and meet critical deadlines.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Operate computerized system for managing documentation of statutory and constitutional claims and for gathering and tracking case information.
- Operate standard office equipment, including computers; use specified computer applications, such as word processing, spreadsheets, legal applications, and desktop publishing.
- Transport boxes weighing up to 40 pounds.

Licenses and Certificates:

Admission to the State Bar of California.

Education and Experience:

Admission to the State Bar of California and one year of administrative or clerical experience.