

SUPREME COURT CHAMBERS LAW CLERK

DEFINITION

Under supervision, works in chambers for the Chief Justice or an Associate Justice of the Supreme Court. Performs legal research and analysis including reviewing and analyzing briefs, drafting orders and memoranda, and providing legal recommendations; performs related work as assigned.

CLASS CHARACTERISTICS

Supreme Court Chambers Law Clerk is a three level class series in the Supreme Court. At all levels, incumbents develop legal research and writing skills, and gain insight into the judicial process. Entry-level incumbents may be responsible for small or discrete legal tasks, or may assist with more complex projects; as experience is gained, there is greater independence of action within established guidelines. Experienced incumbents are fully competent to independently perform the full range of legal tasks assigned to them. Eligibility to be promoted from one level to another will be considered on an annual basis based on performance and at the discretion of the supervisor.

EXAMPLES OF DUTIES (*illustrative only*)

- Assists in reviewing, evaluating, and analyzing briefs, petitions, motions, and other pertinent documents filed in a particular case, including death penalty cases, in order to determine factual accuracy, legal issues on appeal, and scope and complexity of issues raised.
- Prepares written statements of facts pursuant to rules of appellate review.
- Assists in the analysis of legal issues raised by parties.
- Reads and learns to apply cases, statutes, constitutional provisions, and rules of court cited by parties.
- Conducts research for relevant cases, statutes, court rules, and secondary sources not cited by parties.
- Assists in researching legislative history and intent of particular statutes.
- Drafts conference memoranda, opinions, orders, and requests for supplemental briefing.
- Uses citator services to verify precedential value of citations.
- Consults with other attorneys and/or professional staff regarding issues on appeal.
- Attends oral arguments.
- Assists in the review, evaluation, and analysis of petitions for rehearing.
- Serves on court committees as required.
- Conducts special legal research and assignments when requested.

WORKING CONDITIONS

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

QUALIFICATIONS

Knowledge of:

- Legal principles and applications.
- Legal research methods.
- Principles of administrative and constitutional law.
- Rules of evidence and procedure.
- The operation of personal computers and the use of specified computer applications, such as word processing.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Perform legal research, including computerized 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 in both written and oral form.
- Draft legal opinions, briefs, and other legal documents and correspondence.
- Interact successfully with justices, court and agency staff, and the public.
- Exercise sound judgment and integrity consistent with representing the judicial branch; maintain confidentiality of work product.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Level A: Graduation from an accredited law school with a record of academic excellence.

Level B: Graduation from an accredited law school with a record of academic excellence and one year of post-graduation legal experience in a legal setting such as a private law practice, corporation, government agency, law school, court, legal publishing company, or clerkship in state or federal court.

Level C: Graduation from an accredited law school with a record of academic excellence and two years of post-graduation legal experience in a legal setting such as a private law practice, corporation, government agency, law school, court, legal publishing company, or clerkship in state or federal court.