



Office of Human Resources
Law Clerk - CL2889
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General Statement of Duties

Works directly with judicial officers to assist them in expediting cases and improving efficiency of the office by providing legal research, drafting documents and working with interested parties to ensure compliance with standards.

Distinguishing Characteristics

This class is distinguished from the Assistant City Attorney – Entry classification because it does not litigate, prosecute or defend City employees or agencies, but rather, provides legal research, opinions and support to a judicial officer.

Additionally, it is distinguished from the Paralegal III in that it will write legal opinions and memorandums at the type of level that requires a Juris Doctorate degree.

Level of Supervision Exercised

None

Essential Duties

Researches applicable statutes, rulings, case law and precedents as they pertain to a case.

Prepares legal opinions, legal memorandums and other publications that require a formal understanding of legal practices and procedures.

Summarizes and analyses cases, highlighting the legal and factual issues in dispute.

Works with parties involved in a hearing to ensure all applicable motions, documents, evidence and communications are entered and pertinent to the case(s) at hand .

Assist with preparing department specific reports for stakeholders.

Explains procedures to parties involved with a hearing to ensure compliance with standards.

Performs other duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

Interpersonal Skills – Show understanding, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds and situations; is sensitive to individual differences.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems

Problem Solving – Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Oral Communication – Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Knowledge & Skills

Skill in conducting legal research, including the use of Lexis, Westlaw, CD-ROM services, Internet services and library materials.

Knowledge of federal and state trial procedures, discovery procedures and rules of evidence sufficient to be able to provide technical, legal, and civil investigation support for attorneys during trial preparation and at trial.

Knowledge of legal research techniques and civil investigation procedures sufficient to be able to determine relevant information, locate reference material, compile and analyze appropriate information, formulate logical recommendations, and provide transactional support for attorneys.

Education Requirement

Doctor of Jurisprudence Degree or Bachelor of Laws Degree.

Experience Requirement

None

Education & Experience Equivalency

No substitution of experience for education is permitted.

Licensure & Certification

Possession of a license to practice law in Colorado from the Colorado Supreme Court at the time of application or possession of license from U.S. states that have a reciprocity agreement with the state of Colorado, excluding the following states: California, Delaware, Florida, Louisiana, Maryland, Nevada, Rhode Island, and South Carolina. The preceding list of non-reciprocal admission jurisdictions is intended to be used only as a guide, as rules and regulations of every jurisdiction are subject to change at any time. Positions with the Public Defender's Office are dependent upon the rules and regulations in place at the time of application and subsequent hiring.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Subject to varying and unpredictable situations.

Subject to many interruptions.

Subject to long irregular hours.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Walking: moving about on foot.

Hearing: perceiving the nature of sounds by the ear.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Education Check

Licensure/Certification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: L-813

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: