



## JOB DESCRIPTION

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**JOB TITLE:** Law Clerk

**JOB CODE:** 2430

**DEPARTMENT:** District Courts

**FLSA STATUS:** Exempt

**REPORTS TO:** District Court Judge

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### SUMMARY OF JOB PURPOSE

Assist the District Court Judge of the Ninth District Court by performing legal research and analysis, writing memoranda, and drafting opinions; provides general assistance to the judge by delivering case files, ensuring that courtroom is in order, and performing other related tasks as requested; serves as the Court Bailiff, as requested.

### ESSENTIAL FUNCTIONS

1. Assists the District Court Judge in preparing for court appearances; performs legal research, analysis and writing; examines briefs, case records and legal authorities; writes and/or drafts written opinions and memoranda.
2. Recommends disposition of cases, and under guidance of a judge, drafts decisions, orders, finding of fact and other legal documents for judge's review and approval; synthesizes from the Court files the real issues facing the Court and communicates those issues to the Judge, clearly analyzing all of the appropriate law, and recommending and substantiating informed decisions.
3. Screens complaints, petitions, and motions that have been filed by litigants to determine their legal merit, the issues involved, and the basis for relief; reads recent opinions and professional journals to keep current on legal issues; maintains the law library.
4. Tracks the progress of, and effectively manages, all assigned cases; advises the Judge on the relative status and priority needs of assigned cases; drafts orders, reports and recommendations for the disposition of cases; compiles statistics and prepares periodic reports reflecting the status and flow of litigation.
5. Maintains liaison between litigants, officials, and attorneys; maintains contact with litigants who visit and appear in court; responds orally and in writing to a variety of questions relating to legal procedure and other process posed by litigants; answers correspondence and telephone inquiries from litigants.
6. Evaluates current procedures and process to determine whether they can be made more efficient and promote more expeditious processing of litigation; prepares and updates litigant forms and instructional packets designed to assist unrepresented parties in drafting complaints.
7. Sets up courtroom and recording equipment and records court proceedings; may be responsible for providing and maintaining courtroom security, protecting the judge, jury, and other participants.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor's Degree from an accredited college or university with experience performing legal research and writing, and registration as a second year student or higher in a law school accredited by the State Bar of Nevada; a Doctor of Jurisprudence Degree is preferred.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents; respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community; write speeches and articles for publication that conform to prescribed style and format; effectively present information to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.

### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of principles of record keeping, case files and records management; legal and law enforcement terminology; court processes and procedures; Nevada court procedures, legal terminology and legal requirements for court operations and case processing; principles and protocols for the management of official documents and court records; court accounting systems, rules and standards; applicable state and Federal rules, codes and regulations; County policies and procedures.

Ability to plan, prioritize and carry out assignments with minimum supervision; quickly grasp elements of substantive law, and obtain and maintain a thorough understanding of procedural rules. Skills in explaining court procedures and processes in a clear, concise, and comprehensive manner to attorneys, litigants, and the public; preparing clear and comprehensive written and statistical reports; establishing and maintaining cooperative working relationships with judges, attorneys, law enforcement agencies and other participants in the justice process; assessing and prioritizing multiple tasks, projects and demands.

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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