

County of Humboldt Job Specification
COUNTY COUNSEL LAW CLERK
Classification 0597
FLSA: Exempt



DEFINITION

Under general supervision, direction, and general direction, provides legal assistance in support of licensed attorneys and performs legal duties in support of the County Counsel's offices. This classification assists with activities performed by attorneys employed in the County Counsel's office who are representing the county and who are providing advice and counsel to the Board of Supervisors and to county management staff and commissions and committees. This classification performs legal research and performs other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision and direction from assigned management or supervisory staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

The County Counsel Law Clerk classification enables the County Counsel's office to employ the services of law students certified by the Board of Trustees of the State Bar or law school graduates who have completed the Bar exam and are awaiting results of licensure or who have graduated law school and are waiting to take the Bar exam. Incumbents are given supervision and guidance by a licensed attorney. Incumbents are responsible for providing legal assistance to attorneys by performing research and other legal work. After obtaining licensure with the State Bar of California, incumbents are anticipated to transition into a licensed attorney role within the County of Humboldt.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignment of different positions.

Under the supervision of a licensed attorney:

- Assists with the full range of routine to complex legal activities, involving the investigation of routine to complex civil or dependency cases.
- Performs legal research in the preparation of legal briefs, opinions, and similar documents.
- Prepares drafts and legal memoranda summarizing studies of court decisions, state statutes, County Ordinances, and legal opinions; review pleadings, deeds and contracts.
- Reviews documentary evidence and prepare opinions; prepare correspondence and reports.
- Performs appellate research and drafts appellate briefs, draft pleadings, draft motions, and other draft legal documents for review by licensed attorneys.
- Maintains accurate records and files, and compiles reports of work performed.
- Participates in various task forces with surrounding counties.

- Monitors legal developments, including proposed legislation and court decisions and recommends appropriate course of action.
- Prepares preliminary analysis of legislative bills and researches legislative histories.
- Performs related duties as assigned.

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

QUALIFICATIONS

The requirements listed below are representative of the knowledge and ability required.

Knowledge of:

- Civil, governmental, and dependency law and procedures particularly as related to areas of legal specialty.
- Practices and effective techniques in presentation of court cases.
- Judicial procedures and rules of evidence.
- Responsibilities and obligations of public officials and administrative agencies.
- Organization and procedures of Legal Offices.
- Pleadings and appellate court procedures.
- Principles, methods, and techniques of legal research, legal writing, and investigation.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Define issues, perform legal research, analyze complex problems, evaluate alternatives, and make appropriate recommendations.
- Interpret and explain legal principles and relate them to both trained legal professionals and the public.
- Handle difficult situations and respond quickly to changing situations.
- Prepare clear, concise, and legally sufficient resolutions, ordinances, contracts, leases, permits, reports, correspondence, and other written material to be reviewed by licensed attorneys.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Understand and interpret state and federal laws and constitutional provisions affecting public entity activities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate ideas clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

County Counsel Law Clerk: Equivalent to a bachelor's degree from an accredited college or university and Juris Doctorate from an accredited school of law OR certification as a registered law student as defined by the Board of Trustees of the State Bar.

Licenses and Certifications:

- Some positions may require the applicant to obtain California driver's license prior to appointment.
- Must be eligible to obtain a Certificate for Practical Training of Law Students or be a law school graduate.

PHYSICAL DEMANDS

- Mobility to work in a standard office setting and use standard office equipment, including a computer; primarily a sedentary office classification although standing in work areas and walking between work areas may be required; occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information; ability to lift, carry, push, and pull materials and objects up to 10 pounds.
- Vision to read printed materials and a computer screen.
- Hearing and speech to communicate in person and over the telephone.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

ENVIRONMENTAL CONDITIONS

- Office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

ADDITIONAL REQUIREMENTS

Some departments may require pre-employment screening measures before an offer of employment can be made (i.e. background screening, physical examination, etc.).