



# Law Clerk

Salary Group: B14

Class Code: 3604

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
LAW CLERK	3604	B14	\$31,144 - \$49,134

## GENERAL DESCRIPTION

Performs complex (journey-level) legal research and analysis work. Work involves examining, preparing, and evaluating legal documents, conducting legal research, and providing assistance to attorneys. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Conducts legal research including researching developments in civil and criminal law and researching points of law involved in hearings to determine the validity and completeness of cases cited.

Prepares and edits legal documents; ensures timely filings of legal documents.

Reviews and analyzes legal documents, records, and motions.

Makes presentations and participates in case conferences.

Ensures timely filings of legal documents.

Assists justices or attorneys in preparing for oral arguments.

Assists attorneys in preparing cases for litigation and in preparing investigations.

Assists attorneys in representing client interests before state or federal courts.

Assists attorneys in providing legal advice, counsel, and assistance to clients.

May assist in drafting bills and amendments for legislative consideration.

May review cases for jurisdictional deficiencies and procedural compliance.

May draft memoranda and administrative rules for the Texas Register.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in legal work. Enrolled in an accredited law school or graduation from an accredited law school with a Bachelor of Laws (LLB) or a Juris Doctor (JD) degree. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of legal principles, practices, and proceedings; and of agency laws, regulations, and rules.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems; and in the use of a computer and applicable software

Ability to prepare legal documents; to interpret and apply laws, rules, and regulations; to conduct research; to summarize findings; and to communicate effectively.