Court Law Clerk

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
COURT LAW CLERK I	3610	B19	$48,244 - $76,028
COURT LAW CLERK II	3611	B21	$54,278 - $87,046

GENERAL DESCRIPTION

Performs legal research and analysis work involving conducting research and examining and preparing legal opinions, briefs, memoranda, and other legal documents.

EXAMPLES OF WORK PERFORMED

Prepares and/or reviews legal opinions, briefs, proposals, and reports.

Conducts legal research on issues involved in cases before the court.

Researches points of law involved in hearings to determine the validity and completeness of cases cited.

Reviews legal briefs, clerks' records, reporters' records, and motions filed in submitted cases.

Attends the presentation of oral arguments.

Makes oral presentations concerning issues researched and assists in case conferences.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level II may also perform work listed within the previous level.

***Note**: Factors that may distinguish between the journey and senior levels include the degree of independence in performing the work, the scope, type and complexity of the work, and the employee's related experience, education, and certifications.*

COURT LAW CLERK I: Performs complex (journey-level) legal research and analysis work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees may assist others in performing job duties of greater complexity.

COURT LAW CLERK II: Performs advanced (senior-level) legal research and analysis work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may serve in a lead or supervisory role, may oversee or coordinate work for others, and may:

- Review cases for jurisdictional deficiencies and procedural compliance.
- Assist judges or justices in preparing for oral arguments.
- Participate in the preparation of legal documents and editing of opinions.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in legal research and analysis work. Enrolled in an accredited law school or graduated from an accredited law school with a Bachelor of Laws (LLB) or a Juris Doctor (JD) degree in accordance with Texas Government Code, Section 81.102

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of legal principles, practices, and proceedings; and laws, regulations, and rules relating to the court.

- 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 opinions and briefs; to interpret and apply laws, rules, and regulations; to conduct research; to summarize findings; to use legal reference materials; to communicate effectively; and to provide guidance to others.

Additional for Court Law Clerk II level

- Ability to supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May be required to take the State of Texas bar examination.