Law Clerk

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
LAW CLERK	3604	B16	$40,918 - $61,130

GENERAL DESCRIPTION

Performs complex (journey-level) legal research and analysis work involving examining, preparing, and evaluating legal documents 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 and ensures their timely filing.

Reviews and analyzes legal documents, records, and motions.

Makes presentations and participates in case conferences.

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

Agencies have the discretion to identify the general or specialized experience, education, or certifications required for positions and may tailor qualification requirements to specifically meet the agency's business needs. Agencies may substitute experience, education, military service, apprenticeships, and relevant credentials for one another, if appropriate and allowed by statute.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of legal principles, practices, and proceedings; and 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.