



Court Law Clerk I

Salary Group: B18
Class Code: 3610

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
COURT LAW CLERK I	3610	B18	\$39,521 - \$64,449
COURT LAW CLERK II	3611	B20	\$45,158 - \$73,788

GENERAL DESCRIPTION

Performs complex (journey-level) legal research and analysis work. Work involves conducting research and examining and preparing legal opinions, briefs, memoranda, and other legal documents. May provide guidance to others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

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.

May review cases for jurisdictional deficiencies and procedural compliance.

May assist in the preparation of legal documents and editing of opinions.

May assist judges or justices in preparing for oral arguments.

May provide guidance to others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in legal research and analysis work. Graduation from an accredited law school with a Juris Doctor (JD) degree.

KNOWLEDGE, SKILLS, AND ABILITIES

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

REGISTRATION, CERTIFICATION, OR LICENSURE

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