



Court Law Clerk II

Salary Group: B20

Class Code: 3611

<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 advanced (senior-level) legal research and analysis work. Work involves overseeing the examination and preparation of legal opinions, briefs, memoranda, and other legal documents. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees or prepares, reviews, and edits legal opinions, briefs, proposals, and reports.

Oversees or performs legal research on issues involved in cases and makes recommendations.

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

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

Reviews cases for jurisdictional deficiencies and procedural compliance.

Attends the presentation of oral arguments.

Makes oral presentations and arguments concerning issues researched and participates in case conferences.

Assists in the preparation of legal documents and editing of opinions.

Assists judges or justices in preparing for oral arguments.

May supervise the work of 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 supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

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