TITLE:	**Law Clerk/Bailiff**	**JOB CODE:**	1303
PREPARED:	6/30/03	**FLSA:**	Non-Exempt
UPDATED:		**REVISION #:**	

Summary: Under general supervision, performs legal research for the County's district court and maintains order during court sessions.

Distinguishing Characteristics: None.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Researches issues, drafts opinions and orders for review and finalization by the Justice.
- Reviews pre-trial motions in civil and criminal cases, including motions to dismiss, summary judgements, attorney's fees and costs, discovery, in liminie and to suppress; reviews decisions of Justice's courts on appeal to district court.
- Discusses results of research and cases with the Justice and prepares written memos of specific issues as necessary.
- Takes notes during bench trials to prepare the disposition of cases taken under submission by the Justice.
- Presides over judgment debtor examinations in proceedings supplemental to the execution of a special master.
- Prepares the courtroom for all proceedings and opens and closes court sessions; attends trials and takes notes; attends law and motion proceedings and takes notes; attends to juror needs during trial sessions; calls witnesses, parties and attorneys to assure their physical presence; provides the Justice with staff support regarding court files, bench book and other related documents.
- Travels with the Justice to other counties in judicial districts to preside over cases assigned by the state supreme court.
- Maintains the law library by preparing volumes for shelving, updating case law and statutory materials; processes the billing, shipping and receiving of legal materials.
- Performs related work as required.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of legal office principles, practices and terminology.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of the criminal justice and court systems.
- Knowledge of correct English usage, spelling, grammar and punctuation.

- Knowledge of the principles, practices and methods of legal research.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in interpreting and applying laws, rules, codes, regulations and procedures.
- Skill in operating a personal computer and software applications.
- Skill in performing legal research and logically organizing information.
- Skill in working under pressure within strict timelines.
- Skill in effective oral and written communications.
- Skill in establishing and maintaining effective working relationships with judges, other court staff, external agencies and the general public.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- Juris Doctor degree.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 20 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment.