



**Date Revised: March 22, 2022**

## LAW CLERK

**Exempt:** No  
**Safety Classification:** Safety Sensitive  
**Department:** Prosecuting Attorney  
**Reports To:** Prosecuting Attorney  
**Location:** Washington County Courthouse

Working in the Prosecuting Attorney's Office duties include:

- Prepare legal drafts;
- Assist law enforcement by writing warrants and answering general questions regarding warrants;
- Process and investigate citizen complaints;
- Assist in trial preparation; and
- Assist in preparing responses to Freedom of Information Act requests.

Must be at least a rising 2nd year Law Student interested in a career in criminal law.

### **SIGNATURE SECTION:**

This job description has been approved by all levels of management:

HR Director: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_