



## Law Clerk

**Job Code:** 19  
**Exempt:** Yes  
**Safety Classification:** Safety Sensitive  
**Department:** Law Clerk  
**Reports To:** Circuit Judge  
**Location:** Washington County Courthouse

### SUMMARY:

The Law Clerk provides the Judge with legal assistance, and works together with other court staff to ensure that cases pending before Circuit Court are efficiently processed in a smooth, timely, and proper manner, pursuant to Arkansas law. The Law Clerk also ensures that orders, opinions, and correspondence are created in an accurate and timely manner.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Drafts and reviews opinions, decisions, orders, and correspondence.
- Keeps abreast of changes in the law and informs judge when cases are affected by those changes.
- Confers with judge about legal questions and opinions, construction of documents, and granting motions or petitions.
- Participates in conferences and discussions with self-represented litigants, trial attorneys, and the judge.
- Prepares briefs, legal memoranda, or statements of issues involved in cases, including appropriate suggestions or recommendations for the judge.
- Assists, communicates, and responds to questions from judicial officers, attorneys, court staff, and self-represented litigants regarding general legal issues.
- Researches statutes, case law, other documents, opinions, and briefs, or other information related to cases pending before the Court.
- Reviews dockets of pending litigation to ensure adequate and timely progress is made pursuant to Arkansas law.
- Communicates with attorneys, self-represented litigants, judges from other judicial districts, and court staff regarding case management or procedural requirements.
- Verifies that all files, complaints, petitions, or other papers are available and in proper order for the judge.
- Attends meetings on behalf of the judge.
- Perform any other related duties as required or assigned.



## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Professional degree (J.D.), plus 12 to 18 months related experience and/or training.

## **COMMUNICATION SKILLS**

Ability to read, analyze, and understand the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints; Ability to write speeches and articles using original or innovative techniques or style; Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

## **CRITICAL THINKING SKILLS**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **SOFTWARE SKILLS REQUIRED**

Advanced: Word Processing/Typing

Intermediate: Other

## **INITIATIVE AND INGENUITY**

### **SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

## **MENTAL DEMAND**

Intense mental demand. Operations requiring sustained directed thinking to analyze, solve, or plan



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highly variable, administrative, professional, or technical tasks involving complex problems or mechanisms.

#### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately directed. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

#### **ACCURACY**

Probable errors would normally not be detected in succeeding operations and may have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

#### **ACCOUNTABILITY**

##### **FREEDOM TO ACT**

Moderately directed. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

##### **IMPACT ON END RESULTS**

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

#### **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

#### **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

#### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of highly complex machines and equipment; specialized or advanced software programs.

#### **WORKING CONDITIONS**

Periodically exposed to such elements as noise, intermittent standing, walking, pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

#### **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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#### **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, low physical. Highly repetitive type of work which requires concentration in the performance of tasks for consistent time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to stand, walk; frequently required to sit, talk or hear; and occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include distance vision.

#### **ADDITIONAL INFORMATION**

##### **REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:**

- Formal Education, including a J.D. Degree; and
- Preferred: experience clerking at a firm or another judicial clerkship.

The noise level in the work environment is usually moderate.

#### **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 \_\_\_\_\_