



COUNTY OF NYE

CLASS TITLE: LAW CLERK

BASIC FUNCTION:

Under the direction of the District Court Judge, performs legal research, assists and supports the Judge by drafting legal documents, proposed orders, decisions and researches legal topics and issues as assigned.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Evaluates briefs, motions and other pleadings filed with the court. Attends court as needed.
2. Assists court personnel with a variety of tasks and duties as assigned, including preparation for trials, settlement conferences, and other proceedings.
3. Conducts comprehensive studies of various legal issues as directed by the Judge. Researches, reviews and analyzes applicable cases and statutes.
4. Prepares summaries of findings concerning specific cases or issues. Drafts decision memoranda, orders and other documents and legal responses. Assists with completion of various legal forms.
5. Accurately completes work assignments in a timely manner. Provides regular updates to the Judge regarding project/work status. Provides other legal coordination as directed.
6. Communicates tactfully, both orally and in writing, with co-workers and the general public. Complies with Nye County policies and department procedures.

Knowledge, Skills & Abilities:

Principles, practices, methods and materials of legal research; Legal procedures, documents and terminology used in court cases; County, state and federal law sufficient to analyze and formulate legal opinions; Legal publications, legal resources, and legal research software programs such as Lexis/Westlaw; Perform legal research studies, interpret and summarize legal findings based on the law, codes, regulations, and policies and procedures; Present statements of fact and law clearly and logically in written and oral form. Research, analyze; Deals tactfully and courteously with others. Communicate clearly and concisely, both orally and in writing; Establish, maintain and foster positive and harmonious working relationship with those contacted in the course of work; Operate modern office equipment including personal computers and specifically work processing software

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: Graduation from an accredited Law School

LICENSES:

Not Applicable

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not Applicable

CONTACTS:

The Judge, co-workers, clerical staff, attorneys, criminal victims, police personnel, other county department personnel, and the general public

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal office environment.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal legal environment