



# COURT LAW CLERK

Class Code:  
N07152

Bargaining Unit: NON-UNION

CLARK COUNTY  
Established Date: Feb 1, 1996  
Revision Date: Jul 1, 2014

## SALARY RANGE

\$28.02 - \$43.47 Hourly  
\$2,241.60 - \$3,477.60 Biweekly  
\$4,856.80 - \$7,534.80 Monthly  
\$58,281.60 - \$90,417.60 Annually

## JOB SUMMARY/CLASS CHARACTERISTICS:

### JOB SUMMARY:

Provides support to judicial and attorney staff by performing legal research and project coordination as a law school graduate prior to or after passing the State Bar Exam.

### CLASS CHARACTERISTICS:

This is a limited scope class, designed to provide practical experience to recent law school graduates as they prepare to take their Bar examinations. Positions may also be filled by individuals who have passed the Bar, but have not yet entered practice. The work will vary, depending upon whether assigned to a legal office or a court, but all assignments are characterized by the necessity for legal research and writing skills within clear guidelines. This class is distinguished from the Legal Research Assistant classes in that the latter are paraprofessional positions specializing in defined legal research and the provision of office support.

## MINIMUM REQUIREMENTS:

**Education and Experience:** Graduation from an accredited law school or university. Full-time experience in performing legal research and/or writing legal opinions or documents is desirable.

**Background Investigation:** Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

**Pre-Employment Drug Testing:** Employment is contingent upon the results of a pre-employment drug examination.

## EXAMPLES OF DUTIES:

Researches applicable legal and factual issues using computerized techniques and/or law library materials at the direction of an attorney or judge. Interprets and applies laws, court decisions and other legal authorities in the preparation of briefs, pleadings and other legal

papers. Drafts memoranda, opinions and other documents related to findings on specific cases or issues. Researches and explains departmental, County and State procedures to attorneys and departmental support staff. Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team. Maintains accurate records and files; prepares a variety of records and reports as assigned. Uses standard office equipment, including a computer in the performance of the work. May drive a personal or County vehicle in the course of the work.

**PHYSICAL DEMANDS:**

Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**KNOWLEDGE, SKILLS & ABILITIES:**

Knowledge of:

Methods and techniques of legal research and investigation; judicial procedure and rules of evidence; applicable laws, codes and regulations; computer applications, particularly as related to the performance of legal research; standard office practices and procedures, including filing and the operation of standard office equipment; correct business English, including spelling, grammar and punctuation; techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

Skill in:

Researching, interpreting, applying, and explaining applicable laws, codes, regulations and court decisions; using initiative and independent judgment within established procedural guidelines; maintaining accurate records of work performed; compiling and summarizing information and preparing periodic or special reports related to the work of the court or department to which assigned; organizing own work, setting priorities and meeting critical deadlines; contributing effectively to the accomplishment of team or work unit goals, objectives and activities; establishing and maintaining effective working relationships with those contacted in the course of the work.

**SALARY SCHEDULE:**

I29