

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVAL APRIL 2024
RANGE: 55.0
CLASSIFIED
CODE: 1

LAW CLERK

DEFINITION

Under the direction of a licensed attorney, the Law Clerk will work closely with experienced attorneys and contribute to the success of our organization with the sole focus of providing legal and collective bargaining services to California public education agencies.

EXAMPLES OF DUTIES

Conduct in-depth legal research on various topics, including case law, statutes, and regulations, and prepare research memos to support decision-making processes and case preparation;

assist in the review and organization of legal documents, contracts, and agreements, ensuring accuracy and compliance with established standards and guidelines;

prepare initial drafts of legal documents, including resolutions, memos, briefs, and contracts, under the supervision of attorneys, while adhering to legal conventions and formatting;

attend meetings of school boards and other client bodies to support supervising attorney in representing the administrative staffs of those agencies;

participate in the development of materials for workshops on relevant legal matters for clients;

prepare regular legal updates regarding legal developments and matters of current interest to clients;

maintain clear and professional communication with clients, witnesses, and external parties, as needed, to gather information and facilitate case management;

provide timely and accurate timekeeping information regarding services provided to clients and other office activities;

performs other job-related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices, methods, and materials of legal research and analysis;

principles of civil law and their application to governmental agencies;

other legal principles, including constitutional and administrative law;

rules of evidence;

basic office methods, practices and procedures;

standard English usage, spelling, grammar and punctuation;

safe work practices.

Ability to:

Plan, organize and use traditional and computerized legal research methods;

research, analyze and appraise a variety of legal documents;

research legal issues and present clear and logical arguments and statement of facts and law;

communicate effectively orally and in writing;

set priorities and allocate resources to meet needs in a timely, effective manner;

prepare clear, concise, and comprehensive written materials;

maintain confidentiality;

utilize strong organizational and time management skills;

learn and adapt in a dynamic legal environment.

Experience:

Minimum of one (1) year of paid or volunteer administrative or clerical experience, preferably in a law office or legal environment.

Education:

A Juris Doctor degree from an accredited school of law.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

MG: ra

3/4/24

G:\Law Clerk.doc