

Law Clerk



Position Description

Status

Full-Time, Exempt

Compensation

B24

Bargaining Unit

Non-Bargaining

Reports to

Chief Assistant Public Defender

Supervises

None

Position Category

Coordinator

Summary

This position assists the Public Defender's Office by preparing legal documents, conducting legal research and analyzing and compiling case materials.

Essential Functions

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

1. Researches relevant case law and statutory precedent.
2. Analyzes legal documents and briefs, ensuring accurate statement and depiction of facts, case law and precedent provided. Reports any inconsistencies or suggested revisions to assigned Public Defender.
3. Prepares various types of correspondence with parties of the assigned case.
4. Prepares, files and delivers a variety of legal documents including affidavits, petitions and pleadings.
5. Drafts and files court documents and supporting papers.
6. Takes witness statements and assists with depositions.
7. Attends and assists with negotiation, mediation, arbitration and other meetings as required.
8. Maintains exhibits, preparing and organizing various types of tangible evidence as needed for court appearances.
9. Conduct all assigned court appearances that are assigned to be performed pursuant to Michigan Court Rule 8.120.
10. Performs other related duties as assigned.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving
- Excellent oral and written communications

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

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

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required throughout the county for 25%-50% of the hours working in this role.

Required Education and Experience

1. Prior completion of a Bachelors Degree from an accredited institution.
2. Current enrollment in a Juris Doctorate program with an accredited law school, with completion of Juris Doctorate degree required within 12 months of hire.
3. Attainment of licensure from the State Bar of Michigan required within 12 months of completing Juris Doctorate degree.

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signature

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

Employee _____ Date _____