Clayton County	
Title: Law Clerk, Senior/Superior Court **Class Code: SU112**	

PURPOSE OF CLASSIFICATION

Assists an assigned Judge by performing legal research, providing administrative support, attending hearings, reviewing cases, and drafting legal documents.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Reviews motions, pleadings, petitions, and other issues before the court; researches State Code, and State and federal law which pertains to the presented legal issues; analyzes legal issues, related cases; presents and offers legal opinions. Drafts orders; and presents summaries, findings, recommendations, and drafts to Judge.

Observes and takes notes at court proceedings; researches issues that arise in the courtroom; presents summaries to Judge.

Enters information into department programs and databases; updates database information; creates new spreadsheets and files; purges old data. Maintains files of research, cases, decisions, etc.

Maintains schedules and calendars for assigned Judge; makes travel arrangements; schedules meetings and makes related logistical arrangements.

Communicates with attorneys, court personnel, and clients to provide and obtain information.

Answers department telephones; greets clients and visitors; provides assistance, requested documents, and information; refers callers/visitors to other staff members as appropriate; takes messages.

Receives, reviews, responds to, and/or forwards incoming mail. Prepares outgoing mail.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Juris Doctorate Degree supplemented by two (2) months of experience performing research and or administrative support in a legal environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain membership in good standing in the State Bar of Georgia.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.