

**LAW CLERK****Definition:**

Under direction of a licensed attorney, to perform legal research, clerical and investigative duties as assigned in one of the county legal departments; and to do related work as required.

**Distinguishing Characteristics**

This class provides for the employment of law students who have completed at least one (1) year of full-time study or more in an accredited school of law. Appointees will not be permitted to perform duties constituting practice of law until California Bar membership has been established.

**Essential Functions:**

- Examines and interprets evidence.
- Checks questions of law and evidence.
- Assists in the preparation of trial briefs and in the organization of investigations.
- Studies, interprets and applies laws, court decisions and other legal authority for use in the preparation of cases, opinions and briefs.
- Confers with investigators regarding the collection of facts.
- Makes investigations to collect facts.
- Locates witnesses and parties; prepares affidavits of documents and assists in the maintenance of document and correspondence files.
- Assists in beginning and less difficult legal work such as preparation of memoranda for legal opinions, investigation of cases pending in court, routine interviewing of persons jailed, investigation of claims filed against the county or any special districts.
- Advises small claims court litigants and potential litigants.
- Performs other job-related duties as required.

**Employment Standards:**

Completion of at least one (1) year of full-time study in an accredited school of law.

**Knowledge of:** the principles of law and their application; knowledge of legal research methods and the preparation of briefs and opinions; knowledge of county government functions and legal responsibilities, ability to analyze and apply legal principles, facts, evidence and precedents to legal problems; ability to present statements of law, fact and argument clearly and logically in written and oral form; ability to maintain effective public relations.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.