



POSITION DESCRIPTION

1213

Position Title:	Law Clerk	Department:	Attorney
Pay Level:		FLSA:	
Date:	February 2020	Reports To:	County Attorney

PURPOSE OF POSITION:

The Law Clerk is intended to develop familiarity with the Nobles County Attorney's Office and stakeholders, assisting the County Attorney and Assistant County Attorneys while awaiting admission to the Minnesota Bar.

SCOPE OF JOB:

The Law Clerk provides support to County Attorney's Office by applying her or his legal knowledge and skills to assist the attorneys.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may exist or come to exist in statute or be required and assigned. Work is performed in accordance with applicable federal, state and local laws, applicable rules, the accepted standards and practices of legal and ethical behavior and the accepted standards and practices of public administration and the policies established by the County Attorney.

- Prepares witnesses and evidence that may be presented in evidentiary hearings or other preliminary hearings, administrative hearings, adjudication hearings, dispositional hearings, court trials, jury trials and post-trial proceedings such as sentencing and revocation hearings;
- Drafts letters requesting or providing information, offering or responding to settlement offers, etc;
- Drafts complaints, petitions, legal memoranda, appellate briefs, motions, proposed findings and orders, and other assorted legal documents in a variety of both civil and criminal cases; doing legal research when necessary and incorporating, when appropriate, legal research as well as facts and reports provided by law enforcement, social workers or other stakeholders;
- Oversees and directs case-specific work of legal assistants and secretaries;
- Attends preliminary court hearings and pre-trials as directed by the attorneys;
- Attends contested court hearings and jury trials and post-conviction or post-adjudication hearings, as directed by the attorneys;
- Receives and reviews, among other items, various reports, documents, and forms, including, police reports, witness/victim statements, welfare workers' reports, evidence, professional reports, court date notices, probation letters, stipulations, subpoenas, policy documents, and proposed court orders;
- Performs research or gathers information from professional sources of new legislation, each year, in all aspects of the Assistant County Attorney I responsibilities and follows or enforces changes in statutes in many areas, including criminal, juvenile, family law, extraditions, and all other areas of practice.

Serves an important communication role for the County Attorney's Office.

- Discusses and advises law enforcement personnel and social workers on pending investigations; reviews police reports, witness statements, and assesses sufficiency of evidence;
- Educates and trains law enforcement personnel in relevant areas of criminal and constitutional law;
- Responds to questions from peace officer's and social workers and other stakeholders regarding procedural and legal issues;

- Discusses existing or potential cases with police, victims, witnesses, county stakeholders, and experts; negotiates existing cases with opposing counsel in an effort to resolve all legal matters before jury or court trials; discusses cases with other legal experts;
- Discusses existing cases with probation agents and other professionals to gather information to present at sentencing, disposition, review, or revocation proceedings;
- Discusses with office staff office procedures involved in the County Attorney's office, including, but not limited to: scheduling matters, disclosure of evidence to opposing counsel, disclosure of witness statements, tapes and other pertinent information in criminal cases, family cases, commitment cases, child support, and paternity cases;
- Interacts with Court Administrator's office scheduling matters, case filings, emergency hearings on commitments, juvenile protection and juvenile detention hearings, and judicial conflict cases;
- Attends various other meetings; responds to questions from the general public; speaks to students, welfare workers, doctors, civic groups, and other groups on different aspects of the law and the legal system.

Assists in advising and representing County departments and the County Board in a wide variety of corporate and civil matters.

- Delivers presentations to the County Board on legal issues, budget matters, caseload synopsis, etc.;

Performs work based on expected standards.

- Exercises teamwork with other county employees and management in carrying out the shared mission of serving the public;
- Follows workplace safety rules and notifies management of observed risks in a timely manner;
- Maintains the confidentiality of data that is protected by law.

ADDITIONAL DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned and allowed or required by the law.

MINIMUM QUALIFICATIONS

The job requires a Juris Doctorate from an accredited law school.

The Law Clerk must register for the first Minnesota State Bar Examination held following her or his date of hire. Individuals hired as a law clerk must pass the bar on their first attempt. Failure to pass the bar is grounds for dismissal. Upon admission to the bar, the Law Clerk may be eligible to apply for any current or future assistant county attorney openings.

The job also requires a driver's license in order to attend local and regional meetings and appointments.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Ability to exercise independent decision making within the parameters of the law and the exercise of good judgment;
- Versatility to assist in multiple legal areas, both civil and criminal;
- Skill in language, law and computers necessary to produce reports and the variety of legal pleadings associated with the caseload outlined above (including appellate briefs) with proper format, punctuation, spelling and grammar, using all parts of speech;
- Skill to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; compute discount, interest, profit and loss, ratio and proportion; and interpret same, as may be appropriate;
- Ability to use, or learn at a minimum MCAPS, Word, PowerPoint and other computer applications as may become necessary; Excellent interpersonal communication skills; ability to effectively interact with people (i.e. staff, general public, department heads, stakeholders, crime victims and witnesses and elected officials) beyond giving and/or receiving instructions to convey or exchange professional information;
- Excellent problem-solving ability, as the job often requires a creative approach to matters where a solution is not necessarily pre-determined.
- The job requires the ability to pay high attention to detail and the ability to prioritize multiple tasks and multiple deadlines on a daily basis

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

The Law Clerk must be physically able to operate a variety of machines and equipment including, but not limited to telephone (mobile and landline), computers in the various forms (PC, tablets, smart phones, etc.), facsimile machine, collator, paper shredder, and audio/video equipment.

The Law Clerk must be physically capable of reaching to obtain various books, printouts, file boxes, computer paper, etc. Physical demand requirements are at levels of those for sedentary or office environment work. The Law Clerk must be able to physically attend and address others at court hearings and various meetings where the ability to react appropriately and effectively adjust to new information or a new line of reasoning must occur in real time.

Work is normally performed in an office environment. There is intermittent exposure to driving in inclement weather. A Law Clerk may be on call after hours and may need to work after regular business hours to meet with trial witnesses, review search warrants, attend meetings, or complete other assigned tasks, particularly tasks with fixed deadlines.

Signature

Supervisor's Signature

Date

Date

Nobles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.