

TRIAL COURT LAW CLERK

MAJOR FUNCTION

This is professional work assisting judges with case management, pending litigation and issues, and or process criminal and civil appeals. This position is responsible for drafting memoranda, opinions, orders and reports; conducting legal research, reviewing briefs and case files and advising judges on pending litigation and issues.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Conducts legal research of substantive and procedural legal matters, and drafts/prepares legal documents, such as opinions, judgments, etc.
- Drafts proposed orders for motions filed in and issues arising during death penalty cases; drafts proposed orders imposing a life-or-death sentence.
- Reviews files, evidence, depositions, pleadings, motions, legal briefs and memoranda of law, proposed orders, etc; in order to advise judges.
- Provides immediate legal research and recommendations required by judges conducting court sessions.
- Assists the circuit court appellate division by drafting bench briefs and/or appellate opinions,
- Attends staff meetings to exchange information; attends technical or professional workshops, seminars or conferences to improve professional skills.
- Prepares drafts of resolutions, ordinances, responses to legislative requests, leases and contracts.

SECONDARY FUNCTIONS

- Performs other tasks as assigned.

CUSTOMER SERVICE

This position provides excellent customer service to members of the judiciary and other court employees. Personal contact occurs with other employees of the unit and employees of other departments.

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SUPERVISION

This position has no supervisory responsibilities.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

Graduation from an accredited college or university with a Juris Doctorate.

Licenses

Valid Florida Driver License.

Obtain membership with the Florida Bar within one year of hire.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and ability required.

Language Skills

- Ability to read, analyze, and interpret the highly complex documents and related materials relevant to litigation, e.g., legislation, legal opinions, case law.
- Ability to respond effectively to highly sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volumes.
- Ability to apply concepts of basic algebra and geometry.

Problem Solving Ability

- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

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- Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases.
- Ability to deal with a variety of abstract and concrete variables.
- Analyzes major organization-wide policies, budgets, procedures, systems or accounting methods on a continuous basis.

Specialized Skills and Abilities

- Knowledge of legal principles, statutory and case law, court rules and procedures.
- Comprehensive knowledge of legal publications and the ability to use them efficiently.
- Ability to reason logically and analytically.
- The ability to grasp, comprehend and analyze complex legal issues and complicated factual details.
- Ability to perform exacting work, attentive to issues in matter before the court.
- Extensive writing skills, including the ability to prepare legal memoranda, opinions, legal documents, briefs, resolutions, ordinances and other legal correspondence.
- Ability to prepare and interpret highly technical and involved legal documents, legal opinions and proposed legislation.
- Ability to effectively communicate in legal and litigation circumstances in both oral and written formats.
- Exceptional reading skills.
- Ability to digest and communicate ideas and concepts orally and in writing.
- Ability to exercise discretion, confidentially, impartiality and honestly in handling matters before the court.
- Ability to exercise discretion, confidentially, impartiality and honesty in handling matters before the court.
- Ability to remain calm in stressful situations.
- Ability to work effectively with others.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than

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individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to stand, walk, stoop, kneel, crouch, or crawl, and lift up to twenty-five pounds; and will regularly be required to sit, and frequently use hands to finger, handle, or feel, reach with hands and arms and talk or hear. No special vision requirements.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a typical indoors office environment. The noise level for this environment will be moderate.

Established: 10/2009	Category: 2
Pay Grade: 18	Status: E
Job Description Number: 2260	Revised: