



## **REQUIREMENTS FOR POSITION**

- Basic knowledge of the criminal justice system.
- Knowledge and ability to perform secretarial work.
- Ability to follow written and oral instructions.
- Excellent verbal and written communication skills.
- Self-motivated
- Detail orientated
- Ability organize and prioritize work to meet deadlines
- Ability to work as a team member as well as independently
- Establish and maintain appropriate, professional relationships with coworkers, outside agencies, judges, court staff, and opposing counsel.
- Ability to interact with the public in a pleasant, tactful, and courteous manner.
- Experience using a computer, the internet and general office skills are required.
- The applicant must possess a valid driver's license and have access to a vehicle.

## **SPECIAL QUALIFICATIONS**

- Bilingual (English/Spanish) is preferred
- To apply for the Certified Law Clerk position, the applicant must:
  - a) Be duly enrolled in or have graduated from a law school approved by the American Bar Association;
  - b) Have completed legal studies amounting to at least four semesters of full-time law study or the equivalent, which may include summer, night or externship courses;
  - c) Be of good character and be adequately trained to perform competently as a legal intern;
  - d) Certify in writing to the dean of the law school that the student has taken and passed either the Multistate Professional Responsibility Examination (MPRE) or a course on professional responsibility;
  - e) Certify in writing to the dean of the law school that the student has taken and passed a course on evidence; and
  - f) Cause the dean of the student's law school to certify that the student is eligible under subsections (a), (b), (c), (d) and (e) substantially in the form set forth in Appendix A.

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

While performing the duties of this job, the employee is frequently required to walk, sit, bend, talk and hear. The employee is required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability and adjust focus.

### **TOOLS AND EQUIPMENT USED**

Computer, including word processing, data base, Internet, and spreadsheet programs; calculator, telephone, copy machine, fax machine and postage machine.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is moderately quiet.

**This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

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Employee's Signature/Date