

UMATILLA COUNTY
EMPLOYMENT OPPORTUNITY
UMATILLA COUNTY DEPARTMENT OF HUMAN RESOURCES
County Courthouse, 216 S.E. 4th Street, Pendleton OR 97801
Phone: (541) 278-6205 - Fax: (541) 278-6374 TDD (Hearing Impaired): (541) 278-5467
AN EQUAL OPPORTUNITY EMPLOYER

February 5, 2020

20-05

POSITION: **Law Clerk**

POSITION #: 20-05

DEPARTMENT: District Attorney's

SALARY: \$15.00/hr 2nd year law student
\$20.00/hr 3rd year law student
\$25.00/hr law school graduate waiting to pass bar

CLOSING: Open Until Filled

Certified Law Clerk: Certified Law Clerks will assist with various aspects of criminal prosecution, including reviewing cases, discovery review, plea negotiations, motion work, assisting attorneys with trial preparation, appearing in Court, and representing the State during motions, bench trials, jury trials, and other court appearances.

Uncertified Law Clerk: Uncertified Law Students will assist with various aspects of criminal prosecution that do not include appearing in court as a representative of the State. The Clerk will assist with discovery review, case analysis, legal research, motion work, assisting attorneys with trial preparation, and the student will have the opportunity to observe bench trials, jury trials, and other court appearances.

REQUIREMENTS: 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 and 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. 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.

HOW TO APPLY: Use of Umatilla County application is MANDATORY. Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application. Any applicant with a disability who needs reasonable accommodation in any step of the application or hiring process to assist or to demonstrate qualifications or to perform the essential functions of the job for which the applicant is applying should inform the Human Resources Department. This job announcement is not intended to serve as a comprehensive job description. Blank applications and a complete job description can be obtained on our website at www.umatillacounty.net or the Human Resources Office, Room 108. Applications will be accepted by hand delivery, mail, fax, or email to hr@umatillacounty.net.