

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV74509</b>
<b>Job Class Code:</b>	<b>510</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>05</b>	<b>Grade:</b>	<b>12</b>
<b>Workers Comp Code:</b>	<b>8820</b>		

<b>Job Code Established:</b>	<b>Effective Date:</b>
<b>Job Code Revised:</b>	<b>Effective Date:</b>

**JOB CODE SERIES:** Legal and Related Series

**JOB CODE TITLE:** LEGAL CLERK

**HRIS TITLE:** LGL CLERK

**CHARACTERISTICS OF THE CLASS:** Under immediate supervision of attorneys, is responsible for conducting routine legal research and related work; and performs related work as required. Positions in this classification are to be temporary or seasonal and are to be filled by law school students meeting the requirements listed below. Assignments are designed to utilize the research skills of law students while familiarizing them with governmental legal programs and applications.

**EXAMPLES OF DUTIES:** Performs legal research under the direction of an attorney; locates applicable precedents, legal opinions, statutes and order; learns to prepare and draft legal opinions, resolutions, legislative measures, rules and regulations; prepares correspondence; annotates and indexes provisions of statutes, case and administrative decisions; assists in maintaining a law library; serves legal papers; prepares a variety of reports as assigned.

### **KNOWLEDGE, ABILITIES AND SKILLS:**

**Knowledge of:** legal principles and their applications; legal terminology; the techniques and procedures of legal research.

**Skill/Ability to:** reason logically.