Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Law Clerk

Definition

Under close supervision of a senior attorney, conducts legal research of limited scope and variety; performs related work as required.

> *The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.*

Work Examples

Conducts legal research in various areas as assigned.

Obtains legal reference materials and files legal documents.

Conducts legal investigations of limited scope to obtain facts.

Acts as liaison with the courts and other agencies.

Prepares legal memoranda and assists attorneys in preparing legal briefs.

Identify implications for cases from legal precedents or other legal information.

Confer with court staff or similar representatives to clarify information.

Competencies Required

Knowledge:

- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

- English Language – Structure and content of the English language including the meaning and spelling of words, and rules of composition and grammar.

- Administrative – Administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.

- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Abilities:

- Written Comprehension – Read and understand information and ideas presented in writing.

- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.

- Oral Expression – Communicate information and ideas in speaking so others will understand.

- Written Expression – Communicate information and ideas in writing so others will understand.

- Near Vision – See details at close range (within a few feet of the observer).

- Speech Clarity – Speak clearly so others can understand you.

- Speech Recognition – Identify and understand the speech of another person.

- Inductive Reasoning – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

- Category Flexibility – Generate or use different sets of rules for combining or grouping things in different ways.

- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.

Skills:

- Writing – Communicating effectively in writing as appropriate for the needs of the audience.

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

- Reading Comprehension – Understanding written sentences and paragraphs in work-related documents.

- Speaking – Talking to others to convey information effectively.

- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.

- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

One year at an accredited law school, including completion of at least one course in legal research.

Notes

The majority of positions in this class are part-time.

Effective date: 11/25 KMJ