

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
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 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.

COMPETENCIES REQUIRED

- Knowledge of legal and business terminology.
- Ability to analyze legal documents, derive pertinent points, and record conclusions.
- Ability to read with speed and comprehension.
- Ability to speak and write with clarity and coherency.
- Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.
- Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.
- Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.
- Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.
- Aligns behavior with the needs, priorities and goals of the organization.
- Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.
- Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

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

SPECIAL NOTE

The majority of these positions are part-time and may require that applicants be available for employment for a minimum of ten hours per week.

Effective Date: 7/91 SG