

# LAW CLERK 1

Job Code	Pay Grade
03410	CL11

## Nature of Work

Specialized professional legal work, assisting the County Attorney and the Assistant County Attorneys in legal research, preparation of pleadings, writing of contracts, deeds, leases, resolutions and other legal documents. Incumbent performs under the close direction of the County Attorney or Assistant County Attorneys.

## Minimum Qualification Requirements

- Bachelor's degree in a related field with a minimum of 1 year of legal education; or
- An equivalent combination of education, training, and/or experience.

## Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## Illustrative Tasks (These are examples and are not all inclusive.)

- Performs work involved in legal research, preparation of pleadings, writing of contracts, deeds, leases, resolutions, and other legal documents.
- Assists departments in determining course of action about legal questions in areas not requiring an attorney's opinion.
- Performs related work as assigned or required.

## Knowledge, Skills and Abilities

- Knowledge of the principles, methods, materials and practices of legal research.
- Knowledge of the laws of Florida, the Common Law, all local legislation pertaining to the county, and administrative law including regulations and their enforcement.
- Ability to apply computer applications and software.
- Ability to deal tactfully and effectively with county officials, employees, court officials, and with the general public.

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Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified