



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

LAW CLERK

Job Number: 20001876

Job Code: 98010V240401

Job Group: 9800 - LAW

Job Established: 06/16/1982

Job Revised: 04/01/2024

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 12 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides professional legal assistance to attorneys by conducting legal research and analysis, drafting legal arguments, and assisting with court proceedings; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Completion of twenty-four semester hours at an American Bar Association accredited law school.

EXPERIENCE, TRAINING, OR SKILLS:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assists attorneys in preparing for administrative or court hearings, which may include reviewing administrative or court records and summaries, drafting questions for witnesses, and observing hearings in order to provide summaries of testimony. Assists in preparing and filing documents in administrative or court records. Drafts legal arguments as directed by staff attorneys, including preparing motions, drafting position statement or replies, or procedural summaries for appellate briefs. Researches applicable laws to formulate opinions and drafts legal opinions. Reviews all case materials and drafts portions of legal briefs. Conducts legal research as requested, which may include research on case law, statutory changes, medical conditions, or unique legal issues. Communicates with clients at the direction of an attorney to obtain important information related to the client's case and to deliver information about a client's case. Conducts legal research regarding issues that may impact clients' cases, and writes well-researched, thorough, and persuasive legal pleadings. Supports an attorney by preparing witnesses, documents, exhibits, and other information that the attorney can use in court in furtherance of the client's case. Researches law, investigates facts, and prepares documents to assist an attorney. Researches and analyzes law sources such as regulations, statutes, recorded judicial decisions, legal articles and legal codes to prepare legal documents such as briefs, pleadings, appeals, contracts and deeds for review, approval, and use by attorneys. Delivers or directs delivery of subpoenas to witnesses and parties to action. Files pleadings with court clerk.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting. Minimal travel may be required.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.