



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Law Clerk
Department: County Legal Counsel
FLSA Status: Non Exempt
Job Code: 4238
WC Code: 8810
Effective Date:
Last Revised: April 28, 2017
Pay Grade: NU11
Union: Non Union (Confidential)

SUMMARY

Under the direction and supervision of County Legal Counsel, provides advanced legal paraprofessional support to assist the Office of County Counsel; to do legal research and writing; to review contracts, court pleadings, and other documents for legal sufficiency; and to assist in the preparation and presentation of cases at trial or before related administrative agencies.

This position also manages the maintenance and operation of the County Law Library; performs all library functions, including legal research and collection development; does related work as required.

The position of Law Clerk is distinguished from the Paralegal classifications by the greater range and intensity of legal research and drafting required, by the degree of independent judgment routinely exercised, and by the greater responsibility for initial creation of legal documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative only. Any single position in the classification will not necessarily involve all of the duties listed, and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

Essential functions may include the following duties and responsibilities, knowledge, skills and other characteristics. Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this classification.

1. Performs legal research, which includes finding and analyzing case law, administrative opinions, federal and state statutes and administrative rules, and county and city codes; prepares legal analysis for review by attorneys.
2. For litigation, drafts pleadings for filing in state or federal court or administrative agencies for review by attorneys. Reviews and analyze pleadings filed by other parties and prepares analysis for review by attorneys.
3. Maintains current knowledge of case law that is of consequence to the function of Josephine County and the Office of County Legal Counsel, by reading reported cases from state courts, federal courts, and administrative

agencies.

4. Drafts contracts, leases, memoranda, and other legal documents and correspondence for review by attorneys. Reviews submitted contracts, leases and other legal documents for legal sufficiency and compliance with applicable legal standards.
5. Investigates cases by interviewing witnesses and other involved parties. Reviews and analyzes statements and documentary evidence. Analyzes factual basis for legal action and prepares analytical reports for review by attorneys.
6. Coordinates and cooperates with other county departments involved in legal actions.
7. Maintain contact with court staff and assists legal secretary in tracking case progress and time lines to eliminate missed deadlines.
8. Manages the County Law Library. This requires maintaining the print collection, preliminary negotiations for electronic database access with providers, performing basic legal reference service for attorneys, judges, and lay persons; maintain membership in professional organizations in order to provide better service and obtain preferential prices on vendor services; maintain professional relationships with information service vendors; maintain current knowledge of print and electronic resource availability and pricing, and exchange information with other library professionals; assist patrons, whether legal professionals or lay persons, with basic legal research. The Law Librarian assists in coordinating activities of the Law Library Advisory Committee.

SUPERVISORY RESPONSIBILITIES

Supervision of others is not normally a responsibility of persons in this position. However, the incumbent may be required to train others to perform basic legal reference functions in the law library.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

The functions of this position require a very high level of skill in legal research, writing and analysis. Among the specialized skills and knowledge required are:

1. Thorough and current knowledge of the legislative process, current state and federal statutes, federal and state administrative rules, and administrative agency procedures
2. Thorough and current knowledge of federal and state Rules of Civil Procedure, local court rules, and state and federal evidence codes.
3. Knowledge of pleading rules and current court practices.
4. Thorough knowledge of legal terminology and the principles of legal document drafting and structure.
5. Knowledge of and experience in legal research; methods and sources of legislative actions, case law, statutes, rules, and administrative opinions.
6. Familiarity with sources of non-legal research information for businesses, individuals and government entities.
7. Familiarity with all of the print resources available to law libraries, and with those resources maintained by Josephine County's Law Library; knowledge of the content, purpose, and coverage of each treatise, reporter, series, and text maintained by the law library; knowledge of electronic databases available for legal and non-legal research; knowledge of court procedures, in both trial and appellate courts at both state and federal levels; knowledge of process for locating court documents in federal district and circuit courts and state trial and appellate courts.
8. Ability to draft clear, concise, and accurate legal documents, correspondence, pleadings and memoranda quickly and efficiently.

9. Knowledge of basic investigative techniques as applied to legal actions.

EDUCATION AND EXPERIENCE

A four-year degree is required, preferably in a field that includes substantial course work in government or legislative areas. Two to three years experience in legal research is required. Legal studies and law library experience is highly preferred.

JOB IMPACT

The consequences of error could result in legal actions against the County, including monetary damages, and embarrassment of County elected officials and other department heads. County officials rely on the Assistant Legal Counsel to help assure compliance with laws in each area of County responsibility and authority.

JOB CONTACTS

This position requires ongoing contact with the Board of County Commissioners to interpret laws, rules and regulations, provide legal opinion and legal updates, and frequent contact is required with other elected officials, department heads and other County staff.

LANGUAGE SKILLS

This position requires a very high level of skill in oral and written communication. The incumbent should have demonstrated skill in analyzing and conveying very complex concepts in concise and simple terms.

MATHEMATICAL SKILLS

Complex mathematical calculation is not a normal responsibility of the person in this position. Basic business math skills, such as interest calculation, are required.

REASONING ABILITIES

The person in this position must have a very high level of skill in analytical reasoning in order to fulfill the responsibilities of legal analysis. This requires the ability to comprehend very complicated legal and logical concepts and analyze them accurately and efficiently. The incumbent must be able to comprehend, for example, what changes have occurred in case law and statutory law over time and analyze how those changes affect local government functions.

OTHER SKILLS AND ABILITIES

The operation of standard office equipment, including the operation of a computer and various software programs to update/access files.

CERTIFICATES, LICENSES, REGISTRATIONS

None

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

The work environment is normal office and/or library surroundings. The law library consists of collections of new and old books, which may be dusty. Use of computer work stations is required and accounts for a substantial portion of the work day.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work in the Law library requires moving books, shelving books, unpacking and packing boxes of books, lifting, standing, stooping, and the use of safety approved step stools and step ladders to reach high shelves. Requires the ability to lift 25 to 30 pound repeatedly and 50 to 60 pounds occasionally.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 50lbs			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Operation of motor vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>