**LAW CLERK**

**GENERAL DESCRIPTION:**

Perform complex (journey-level) legal research and analysis work in the areas of electric, telephone and water and wastewater utility law. Work involves examining and preparing legal documents, conducting research, providing assistance to attorneys, and evaluating documents for making recommendations to attorneys. Work under general supervision with minimal latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS:**

• Conduct legal research.

• Prepare and edits legal documents.

• Review and analyze legal documents, records, and motions.

• Make presentations and participates in case conferences.

• Research points of law involved in hearings to determine the validity and completeness of cases cited.

• Research current developments in civil and utility law.

• Ensure timely filings of legal documents.

• Assist attorneys in preparing for oral arguments.

• Assist attorneys in preparing cases for litigation.

• May review cases for jurisdictional deficiencies and procedural compliance.

• May assist in preparing cases for administrative hearing.

• May assist in drafting bills and amendments for legislative consideration.

**REQUIRED MINIMUM QUALIFICATIONS:**

• Enrolled in an accredited law school or graduation from an accredited law.

**KNOWLEDGE, SKILLS AND ABILITIES:**

• Knowledge of legal principles and practices.

• Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

• Ability to prepare legal documents; to interpret and apply laws, rules, and regulations; to conduct research; to summarize findings; and to communicate effectively.

**Work is performed in a standard office environment and requires:**

• Regular and punctual attendance.

• Frequent use of personal computer, copiers, printers and telephones.

• Frequent sitting.

• Frequent work under deadlines, as a team member, and in direct contact with others.