



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

LAW CLERK

Group-Section: Office of the General Counsel	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 29 Job #: VA08
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JOB SUMMARY

This is an intermediate level position performing Law Clerk job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level conduct legal research in the preparation of legal briefs, opinions, and similar documents. Prepares memoranda and other documents summarizing court decisions, administrative board decisions, state and federal statutes, ordinances, and opinions. Areas of legal research may include environmental, energy, water rights, Native American law, regulatory, tort, employment, public finance, real property, construction and contract law.

OVERSIGHT

Supervision Received: The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Supervision Given: None

JOB DUTIES

1. Performs legal research and analysis using traditional and online research tools.
2. Gathers factual information from relevant parties, documents, and other records.
3. Prepares memoranda and other documents summarizing court decisions, administrative board decisions, state and federal statutes, ordinances, and opinions.
4. Provides assistance in all phases of litigation including discovery, motions, and trial preparation by organizing, summarizing, indexing, researching, reviewing relevant documents and preparing exhibits as necessary.
5. Assists in preparation of pleadings, petitions, and other relevant court documents.
6. May participate on a project team.
7. Performs other related Law Clerk job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Successful completion of first year of law school.

Required Knowledge of: Legal research and writing methods, including electronic legal research tools; and current office technology and equipment.

Required Skills and Abilities to: Perform legal research, analysis and writing using current methodologies and tools; proofread; think critically; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.