ARIZONA SUPERIOR COURT IN PIMA COUNTY
JOB DESCRIPTION

Job Title: Judicial Law Clerk
Job Code: 8092
Pay Grade: 48
FLSA: Exempt

PURPOSE:
Incumbents perform legal research and related work at the direction of a Superior Court Judge.

ESEENTIAL FUNCTIONS: (Illustrative only)

- Performs independent research of issues of law as directed by the judge and develops interpretations of legal questions.
- Researches and verifies points of law cited by attorneys in memoranda to the judge.
- Provides input to and discusses pending cases and decisions with the judge.
- Participates in conferences and discussions between trial attorneys and the judge.
- Assists in writing and preparing judicial opinions, and decisions and citations.
- Assists in processing and tracking complex litigation assigned to the court.
- Maintains the judge's law library and assembles and updates appropriate documents.
- Assist in emergency evacuations as directed in the Disaster/Emergency Response Procedure's manual.
- May perform other tasks to aid in the administration of the judge's docket and caseload.

Courtroom (Bailiff) Duties*:*

- Prepares the courtroom for the day's cases.
- Assures all parties involved in the proceedings are present.
- Maintains order in the courtroom at all times during the sessions of the court.
- Maintains integrity of the jury and insures that no outside person makes any communication while they are deliberating.
- Escorts jurors and witnesses to and from the courtroom.
- Tends to all the needs of the jury, answers all non-legal questions and provides all possible assistance.
- Contacts by telephone all those required in the court session, such as attorneys and witnesses.
- Calls jurors by telephone to appear for jury duty at the next day's session.
- Assist in emergency evacuations as directed in the Disaster/Emergency Response Procedure's manual.
- Maintain jury deliberation room in an orderly manner.

KNOWLEDGE AND SKILLS:
Knowledge of:

- legal terminology and operations of the court system
- methods of legal research
- state civil and criminal law

Skill In:

- performing legal research
- preparing judicial opinions, decisions and citations
- communicating effectively
- selecting appropriate strategies to anticipate, identify and respond quickly, calmly and decisively to emergencies and emotionally charged and stressful situations
- presenting a nonjudgmental demeanor toward and concerning defendants, plaintiffs and other parties involved in court proceedings
- maintaining confidentiality and exercising discretion

MINIMUM QUALIFICATIONS:
Graduation from an accredited college of law with a Juris Doctor (J.D.) degree.

LICENSES AND CERTIFICATES:
Incumbents must maintain certification in Cardiopulmonary Resuscitation and First Aid.

PHYSICAL/SENSORY REQUIREMENTS:
Typically performs duties in an office environment, library, and courtroom. Must be able to lift materials and/or equipment up to 20 lbs. or less.

DISTINQUISHING CHARACTERISTICS:
This is an unclassified position that reports directly to a Judge of the Superior Court. The incumbent perform duties under general supervision and has no supervisory responsibilities.

Date: 09/93
Revised: 08/3/98; 10/30/00