

Job Description: LAW CLERK

CLASS NO. 1120

EEOC CATEGORY: Professionals

PAY GROUP: Unclassified

FLSA: Exempt

SUMMARY OF POSITION:

Polk County is seeking candidates for a Law Clerk position for the Polk County District Attorney's Office. Applicants accepted into this program will assist their supervision prosecutor with Felony and Misdemeanor cases. This will include trial preparation, research for legal hearings and briefs, listening to jail calls, reviewing crime scene videos and audio, and participating in witness and law enforcement interviews. You will get a view of what a prosecutor's job entails in Polk County.

This position is paid. Placement of the Law Clerk is determined by the need of the office and the skills of the Law Clerk. While we take interest of the Law Clerk into consideration for placement, we cannot guarantee that the Law Clerk will get their desired interest of law.

ORGANIZATIONAL RELATIONSHIPS:

1. **Reports to:** District Attorney
2. **Directs:** This is a non-supervisory position.
3. **Other:** Works closely with other departmental employees, law enforcement agencies, prisoners, witnesses, court personnel, other governmental and social service Agencies, outside attorneys, and the general public

EXAMPLES OF WORK:

Reviews felony cases to determine the legal and factual sufficiency of the case;

Litigates felony prosecutions, including handling pleas, arraignments, probation revocations, and other hearings;

Represent cases to grand jury;

Advises law enforcement agencies on procedure, policy, and law;

Communicates with county and district clerks, law enforcement agencies, attorneys, general public, and others regarding cases before the court;

Responds to correspondence from persons making inquiry to or requesting information from the department;

Writes appeals, briefs, and correspondence;

**for the purpose of compliance with the Americans With Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.*

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Performs legal research necessary for felony criminal prosecution; and

Interviews and prepares witnesses for court hearing.

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Other Important Duties*

Performs such other duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Judicial principles, criminal law principles, Texas Code of Criminal Procedures, Texas Penal code, and public law.

Skill to: operate a computer to process and retrieve data and information.

Ability to: develop research methods and perform legal research; receive and follow general instructions and make decisions; consult knowledgeably with victims, witnesses, law enforcement personnel and defendants; analyze facts, procedures, and legal precedent; present facts and precedents effectively in court and in writing; establish and maintain effective working relationships with other county employees and officials, court personnel, other attorneys, and the general public; and communicate effectively both orally and in writing, including ability to present cases effectively before courts and/or juries.

ACCEPTABLE EXPERIENCE AND TRAINING:

Applicants must be current law school students and have completed year 1 of law school.

All students applying for school credit must be enrolled with a faculty advisor or an externship program with the law school they are enrolled. Students wishing to Clerk must be available for at least 20 hours per week.