

Florida State Courts System Class Specification

Class Title: Trial Court Law Clerk

Class Code: 8370

[Pay Grade 50](#)

General Description

The essential function of the position within the organization is to assist the judiciary with case management, pending litigation and issues, and/or process criminal and civil appeals. The position is responsible for drafting memoranda, opinions, orders and reports; conducting legal research; reviewing briefs and case files; and advising judges on pending litigation and issues. The position works under general supervision of the Chief Judge or designee.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Conducts legal research of substantive and procedural legal matters, and drafts/prepares legal documents, such as opinions, judgments, post-conviction orders, memoranda or orders concerning extraordinary writs.

Drafts proposed orders for motions filed in and issues arising during death penalty cases; drafts proposed orders imposing a life-or-death sentence in death penalty cases.

Reviews files, evidence, depositions, pleadings, motions, legal briefs, and memoranda of law, proposed orders and other related documentation in order to advise judges in a variety of legal areas.

Provides immediate legal research and recommendations required by judges conducting court sessions.

Attends staff meetings to exchange information; attends technical or professional workshops, seminars or conferences to improve professional skills; attends hearings as required.

Assists the circuit court appellate division by drafting bench briefs and/or appellate opinions.

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Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

Conducts research to discover new methodologies or to find solutions for unresolved problems.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Counsels, instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

Involves the ability to read, write, and speak.

Reads and interprets advanced professional materials; writes complex reports and papers; speaks to high level professional groups.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

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Performs work involving the application of principles of logical thinking, scientific, medical, or legal practice to diagnose or define problems, collect data and solve abstract problems with widespread unit or organization impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderate impact, may affect those in organization and general public.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Juris doctorate degree from an accredited law school.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

None

Licenses, Certifications, and Registrations Required

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Membership in the Florida Bar is required within one year of hire.