

**Alaska Court System
Class Specification**

LAW CLERK I

Range: 13D

EEOC: 06

SOC: 23-1012

Class Code: C0688

Definition:

Under general direction, a Law Clerk I provides professional and technical assistance to a judge of the superior court or multiple judges of the district court by performing legal research and preparing briefs and opinions in the processing of cases before the court.

Distinguishing Characteristics:

Law Clerks I, II, and III are professional job classes providing legal assistance to judges and justices of the Alaska Court System.

A Law Clerk I works in support of a District or Superior Court Judge. A Law Clerk II works in support of a judge of the Court of Appeals. A Law Clerk III works in support of a justice of the Alaska Supreme Court. The work conducted by the Law Clerk II and III, therefore, may carry with it a higher consequence of error.

Law Clerks perform difficult work on highly technical or involved projects, presenting new or constantly changing problems. Duties require outstanding ability to deal with complex factors not easily evaluated.

The nature of professional legal services requires the exercise of considerable independent judgment on a regular basis.

Examples of Duties:

Review, study, and search annotated laws, court decisions, documents, opinions, briefs, and related legal authorities to process suits, trials, hearings, appeals, and other litigated matters.

Read and digest opinions, briefs, and motions and extract excerpts to points of law and fact. Prepare briefs, legal memoranda, and statements of issues involved, including appropriate suggestions or recommendations to the judge.

Compile references on laws and decisions necessary for legal determinations; confer with judges, members of the bar, the administrative director and his/her staff. Study and recommend procedural rules and changes, and assist in their implementation. Study new and pending legislation and recommend the position the court system should take.

Serve as a deputy magistrate as needed and perform related work as required.

Perform clerical and technical work in support of the trial courts as required.

Knowledge, Skills, Abilities:

A Law Clerk I requires knowledge of:

- The methods and techniques of legal research.

A Law Clerk I requires skill in:

- The analysis and pursuit of technical legal points and the facts and laws related thereto.

A Law Clerk I requires the ability to:

- Write detailed narratives dealing with technical legal points, findings of fact and conclusions.
- Develop and maintain harmonious working relationships with judges, attorneys, and other professional and lay personnel.

Minimum Qualifications:

Graduation from an accredited law school with an LLB or JD degree.

An applicant who will obtain the required degree within 12 months will qualify to apply. An applicant qualifying under this option may receive a job offer conditional upon completion of the degree requirement within 12 months, and may begin work AFTER obtaining and showing proof of the required degree.

NOTE: This position is in the exempt service and serves “at-will” to the appointing judicial officer.

6/90 - Reviewed

5/98 - Revised

7/06 – Revised, WPA

2/14 – Revised, remove MQQ’s

5/15 – Change SOC Code