

Position Description

Job Title: Commercial Docket Staff Attorney (Part Time)*
Department: Courtroom
Grade: 25

Reports To: Assigned Judge
DAS Status: Unclassified (at will)
FLSA Status: Exempt (professional)

*Law school graduate or 3rd year law student may be accepted (Judicial Law Clerk) – Grade 20

This is a part time position with 25 hours per week allocated.

Incumbent: _____

Job Purpose: Works as a personal and confidential employee for an individual Commercial Docket Judge. Performs legal research and provides writing, consulting, and editing assistance to the Judge in drafting judicial opinions on Commercial Docket cases. Analyzes legal issues at the direction of the Judge and tracks motions. Stays up to date on the latest case and statutory laws and keeps the Judge informed.

MINIMUM POSTING REQUIREMENTS:

- **Education/Training:** Law degree from an accredited college or university and licensed to practice law required for Staff Attorney (grade 25). Law school graduate or third year law student completing education accepted as a Judicial Law Clerk (grade 20). Business Litigation experience preferred.
- **Experience/Knowledge/Background:** Prior legal research and writing experience, including both computerized and manual systems.
- **Other Skills:** Strong typing skills. Proficiency with word processing skills required.
- **Performance Aptitudes:**
 - Data Utilization: Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, plan, organize, and compare. Requires the ability to formulate decisions based on such data.
 - Human Interaction: Requires the ability to persuade, convince, and influence in favor of a desired outcome. Requires the ability to interact with judges, co-workers, court staff, Court Administrator and staff, court reporters, bailiffs, attorneys, court deputies, and Clerk's Office staff.
 - Verbal Aptitude: Requires the ability to effectively communicate verbally with the individuals as noted above.
 - Writing Aptitude: Advanced skills in writing comparable to that expected of an individual possessing a Law Degree. Ability to construct complete sentences in a clear, concise manner using proper grammar, punctuation, and spelling. Strong proofreading skills required.
 - Language Aptitude: Ability to read, write, speak, and understand English fluently. Ability to use technical and professional language including legal.
 - Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions, and decimals.
 - Functional Reasoning: Requires the ability to utilize references such as law books, computerized legal research results, statutes, files, briefs, reports, memos, and legal documents. Must exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.
 - Situational Reasoning: Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information. Ability to work under pressure.
 - Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds, possibly up to 25 pounds. Tasks may involve extended periods of time at a keyboard or workstation.
 - Equipment/Tools/Materials Utilization: Requires the ability to operate and trouble shoot problems on standard office equipment.
 - Sensory Requirements: Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
 - Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.
- **Personal Characteristics:**
 - Integrity: Honest, trustworthy, follows directions, sets example of appropriate behavior, maintains confidential information.
 - Work Ethic: Dependable, hardworking, meets workload expectations (carries own weight).
 - Attitude: Displays positive attitude, independent thinker, shows self-confidence, accepts constructive criticism.
 - Interpersonal Traits: Good communicator, good listener, treats others with respect, confronts appropriately.

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- **Special Requirements:** Pre-employment screening required including employment reference, criminal background check, and possibly drug testing and skills testing. This position is regularly exposed to sensitive information and the incumbent is required to keep any such information strictly confidential.

COURT EXPECTATIONS OF EMPLOYEE:

- Adheres to Court policies and procedures.
- Acts as a role model both within and outside the Court.
- Exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
- Maintains a positive and respectful approach both verbally and in writing with superiors, colleagues, and individuals inside and outside the Court.
- Performs duties as workload necessitates in a timely, accurate and thorough manner and is conscientious about assignments meeting department productivity standards.
- Communicates regularly with supervisor about department issues.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Consistently reports to work on time, prepared to perform duties of position meeting Court's attendance standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Research Duties:

- Conducts legal research, both manual and computerized.
- Provides legal opinions to Judge based on results of legal research.
- Prepares and edits drafts of judicial opinions.
- Reads recent opinions.
- Maintains Judge's chambers law library.
- Maintains files and index systems.
- Informs the Judge on current laws.
- Briefs the Judge on legal issues in cases.
- Stays current in legal developments by reading advance sheets and Sixth District Slip Opinions and by attending CLE conference.
- Stays current in legal research technology by attending training seminars for computerized legal research system.
- Maintains accuracy of index card records of research and writing performed.
- Proofreads other staff attorneys' legal writing.
- Submits opinions for publications.
- Maintains records of personal work hours and content.
- Reads legal documents filed by parties.
- Develops research plans.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Observes and assists with courtroom proceedings as directed by Judge.
 - Communicates with attorneys, as directed/ authorized by Judge.
 - Attends mandatory staff meetings and training as required.
 - Performs other duties as assigned.
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MANDATORY TRAINING:

- Court Training: New employee orientation, follow-up orientation, bi-annual refresher on safety and emergency, prevention of harassment, and ethics.
- Position Training:

I have read all minimum position requirements, court expectations, essential duties and responsibilities, mandatory training requirements, and other information contained within this position description and understand that I will be held to performance standards related to this information.

Employee's Printed Name

Employee's Signature

____/____/____
Date Signed