



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: December 15, 2015

Title: Classification and Compensation Matters - New Classification

Introduction/Background:

Currently, we have a 3142/Law Clerk classification that is in the classified service and requires recruitment activities to follow applicable merit system rules. The new classification of 7656/Law Clerk-Unclassified was requested by the County Attorney's Office as a mechanism to expedite hiring applicants without having to go through the full recruitment process required by our merit system rules. The Public Defense Services Department has expressed a desire to utilize the new classification in the unclassified service as well.

Discussion:

Having the 7656/Law Clerk-Unclassified will aide departments using the new classification by allowing more flexibility in the recruitment and hiring of selected applicants. Generally, candidates for Law Clerk positions are university students who are exposed to various other agencies competing for their services. Having the new classification in the unclassified service will enable our departments to more quickly identify qualified candidates and offer employment opportunities in a more expeditious manner.

Conclusion:

By utilizing the 7656/Law Clerk-Unclassified classification, the County Attorney's Office and the Public Defense Services Department will have additional flexibility in the recruitment and selection of Law Clerks for their departments.

Recommendation:

It is recommended that Class Code: 7656, Classification Title: Law Clerk-Unclassified, Salary Grade: U1, Salary Range: \$21,424 - \$67,476, EEO Code: 5 (Paraprofessional), FLSA Code: Non-Exempt (paid overtime), be approved, effective December 1, 2015.

Fiscal Impact:

The creation of this new classification has no immediate cost impacts to the County as any additional costs incurred in hiring positions allocated to this classification will be borne by the department from within its current budget. Cost impacts in future budget years will be planned for by the department through the County's normal budget process.

Board of Supervisor District:

- 1 2 3 4 5 All

Department: Human Resources Telephone: 724-8111
Department Director Signature/Date: [Signature] 11/19/15
Deputy County Administrator Signature/Date: [Signature] 11-19-15
County Administrator Signature/Date: [Signature] 11/19/15

Code: 7656

Title: LAW CLERK - UNCLASSIFIED

SUMMARY: Performs paraprofessional legal work assisting attorneys by conducting in-depth legal research and report documentation. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Researches appeals and prepares drafts of preliminary briefs or arguments based on statutory law or decisions;
Conducts legal research through the use of computerized legal research systems such as Lexis and Westlaw, or statutes, U.S. Constitution, legal periodicals, law reviews, digests, legal encyclopedias, codes, regional and federal reporters, slip opinions and various case law;
Researches points and rules of law and prepares written reports summarizing research;
Updates or shepardizes case law to distinguish and analogize the case to the fact situation at hand;
Identifies applicable statutes or rules that are in force and effect for the particular matter;
Researches points and rules of law and prepares written reports summarizing research;
Performs research and studies legal records and comments to obtain data applicable to the case under consideration;
Drafts motions, responses and legal memoranda; Interviews victims and witnesses;
Serves copies of pleadings on opposing counsel and delivers documents to various county offices;
Conducts routine investigations on less serious charges for background and basic information;
Confers with attorneys regarding legal issues;
Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;
May supervise, train, and assign and review the work of other law clerks;
Maintains electronic and paper files as necessary.

KNOWLEDGE & SKILLS:

Knowledge of:

- legal code of ethics and terminology;
- legal research methods;
- statutes, codes and case laws;
- rules of court, criminal justice and court systems;
- Lexis or Westlaw data information systems;
- principles, procedures and methods of legal research;
- civil and criminal procedures;
- Constitutional Law;
- Arizona Rules of Evidence.

Skill in:

- performing legal research using appropriate techniques and methods;
- interviewing techniques appropriate to a legal investigation;
- understanding and applying legal terminology;
- processing and preparing summaries of legal opinions from cases from Arizona and other jurisdictions;

- establishing and maintaining effective working relationships;
- communicating effectively;
- legal writing and formatting.

DESIRED QUALIFICATIONS:

EITHER:

(1) Second or third year law student in or graduate of a law school accredited by the American Bar Association.

OR:

(2) Completion of course work from an accredited college of law in criminal procedures, constitutional law and legal research.

(Additional relevant experience and/or education from an accredited college of law may be substituted.)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application. Failure to maintain the required licensure shall be grounds for termination.

Special Notice Items: Due to the need for access to courts, law enforcement, detention or correctional facilities, some positions in this classification may require satisfactory completion of a personal background investigation by law enforcement agencies.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification specification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County