



DAVID P. FORNSHELL

WARREN COUNTY PROSECUTOR



POSITION AVAILABLE

JOB CLASSIFICATION: LAW CLERK
DEPARTMENT: PROSECUTOR'S OFFICE
SALARY RANGE: \$20.80 PER HOUR (without benefits)
SCHEDULED HOURS: 12 HOURS PER WEEK

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS BEGINNING SEPTEMBER 3, 2024

APPLICANTS SHOULD APPLY BY RESUME TO:

ATTENTION:
Michelle Buck, Office Administrator
michelle.buck@warrencountyprosecutor.com

This position is subject to post-offer drug screen and background check.

Applicants are required to apply for this position per the instructions outlined above. Resumes received in any manner other than directly from the applicant may not be considered.

Warren County is an equal opportunity employer

POSITION DESCRIPTION

Warren County Prosecutor

CLASSIFICATION TITLE:	Law Clerk
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FLSA STATUS:	Non-Exempt	EMPLOYMENT STATUS:	Part-time, Seasonal
FLSA TYPE:	N/A	REPORTS TO:	First Assistant (Criminal)
CIVIL SERVICE STATUS:	Unclassified	UNIT:	Legal
PROBATION:	N/A	WORK HOURS:	12 hours per week

DISTINGUISHING JOB CHARACTERISTICS

Provides legal research and administrative support to Prosecuting Attorney, first assistants, and assistant prosecutors in the preparation, processing, and retention of legal documents and records.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with the requirements of that Act.

1. Conducts legal research including statutes and case law to assist prosecutors in preparing for court cases. Reads and analyzes cases and law, evaluates and compiles information, and prepares written summaries reflecting research results and cites.
2. Researches and writes briefs for submission to prosecutors for review and approval.
3. Possesses current working knowledge of legal issues; research methods; case and statutory law and other related issues.
4. Meets with prosecutors to provide input into research results and support in planning prosecution strategy.
5. May occasionally be assigned to prosecute criminal misdemeanor or juvenile cases under the direct supervision of prosecutors, if applicant possesses legal intern license.
6. Maintains regular and predictable attendance.
7. Represents Prosecutor's Office in a positive manner to law enforcement, press, and the general public.
8. Any additional duties as assigned.

SUPERVISION GIVEN AND RECEIVED

Supervised by First Assistant (Criminal).

EQUIPMENT OPERATED

Telephone, fax machine, computer, recording equipment, audio visual equipment, other standard office equipment, Matrix case management system, Axon Justice evidence management system, and Guardify evidence management system.

CONTACT WITH OTHERS

Clients, victims, witnesses, court representatives, judges, defendants, attorneys, law enforcement representatives, and general public.

CONFIDENTIAL DATA

“Confidential Data” includes but is not limited to:

Matrix case management system information; Axon Justice evidence management system information; Guardify evidence management system information; grand jury witness information; grand jury testimony; grand jury voting information, yet-to-be filed and/or secret grand jury indictment information; personal information of victims; OHLEG data; LEADS Online data; NCIC reports; medical records; police investigatory information; confidential law enforcement investigatory information; children services investigatory information, inter-office confidential information; privileged information; work product; non-public information contained in personnel files and other files such as social security numbers, financial information, medical information, personal calendar information; records sealed by a court; information not yet disseminated to the public or otherwise part of the public record; other confidential case information; and any other information not generally available to the public that was obtained by virtue of the employee’s position as a member of the Prosecutor’s Office.

WORKING CONDITIONS

The employee must negotiate, use, or work with or in the vicinity of personal protective equipment, eye and face protection, hand protection, the handling of material and supplies, human blood, or other potentially infectious materials, hazardous chemicals, and weapons. General Duty: Safe and Healthful Workplace: The employee has contact with violent or emotionally distraught persons.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job’s essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee, and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job’s essential duties because of an ADA disability.

While performing duties of this job, the employee frequently sits for extended periods of time while conducting research, reading files, and performing other related duties. Employee frequently talks and listens over the telephone and in person. Vision demands are normal, except can include close, detailed vision when operating the computer, with the ability to adjust focus for close work. Employee sits for extended periods of time while operating vehicle to and from worksites.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Justice system process and procedures; shepardizing, legal research methods; English grammar; spelling and punctuation; legal terminology; word processing software; computer operations; and court procedures.

Ability to: Maintain confidentiality of information of a sensitive nature; develop and maintain effective working relationships with associates and general public; research and compile legal information; and prepare legal research reports and summaries.

Skill in: Legal writing and analysis; production typing; operation of computer; word processing; and public speaking.

QUALIFICATIONS

Applicant must have completed one year at an accredited law school.

Ability to document identity and employment eligibility within three days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Complete satisfactory background check and drug test.

LICENSURE OR CERTIFICATION REQUIREMENTS

Maintain valid driver's license.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's appointing authority, supervisor, or designee.

MANAGEMENT APPROVAL

Prosecuting Attorney

_____/_____/_____
Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will perform, the duties and requirements specified in this job description.

I have reviewed and understand the most current copy of the Warren County Personnel Policy Manual, and any additional policies adopted by the Warren County Prosecuting Attorney.

Employee

_____/_____/_____
Date