

## **Research Assistant/Law Clerk**

### **Characteristics of Work**

This is a professional part-time position performing work for a Judge or a combination of Judges. The duties include conducting legal research for opinions, reviewing briefs, preparing legal documents and performing other duties related to the assignment. Work entails reviewing case files for proper legal procedure, admissibility of evidence, and merits of the case. Applicant should exercise initiative and judgment in all duties performed. Supervision is received from a Judge at the Trial Court level in the Mississippi Court System, although the applicant would be an employee of Lauderdale County.

This position will be a time-limited position which will be on an as needed basis.

### **Examples of Work**

- The following are examples of work required for this job class, and are not intended to reflect the essential functions of any one position. The essential functions of each individual position are determined and maintained by each Judge or combination of Judges;
- Reviews case files; reads briefs, the record, motions, opinions, judgments, stipulations and memoranda;
- Conducts legal research in reviewing, analyzing, studying, searching and annotating laws, court decisions, documents, opinions, briefs, and related authorities to process suits, trials, hearings and other litigated matters;
- Reviews records of cases presented to the court in order to present appropriate legal interpretations and opinions;
- Evaluates pertinent facts and evidence to interpret and apply statutes and regulations in the analysis of pleadings;

- Prepares legal memoranda summarizing the facts of each case reviewed; prepares appropriate preliminary orders, findings of fact and conclusions of law for the judge; edits work product according to judges' direction;
- May attend court sessions to record necessary case information, prepares jury instructions; drafts routine orders or initial version of orders for review by a judge or attorney;
- Assists, as directed, in compiling and case tracking inventory; tracks progress on pending cases after argument or hearing;
- Reviews partial motions and summary judgments;
- Drafts orders and writs; and
- Related or similar duties are preformed as required or assigned.

### **Minimum Requirements**

Applicant is not required to have graduated from law school and is not required to be licensed to practice law. Applicant must be familiar with computerized legal research (i.e. WestLaw, Lexis, etc.) and preferably with the Court system.

**Please respond by Oct 17<sup>th</sup>**

**Mail to:  
County Court Judges  
P.O. Box 1549  
Meridian, MS 39302**