



**Date Revised: March 22, 2022**

## LAW CLERK

<b>Exempt:</b>	No
<b>Safety Classification:</b>	Safety Sensitive
<b>Department:</b>	Public Defender
<b>Reports To:</b>	Public Defender
<b>Location:</b>	Washington County Courthouse

Working in the Public Defender Office duties include:

- Prepare legal briefs and motions
- Assist clients with the arraignment process by reviewing their financial information and rights
- Process discovery into our online database
- Help with trial preparation and case investigation

Must be a rising 2nd year law student interested in a career in criminal law. Rule XV certified or eligible students preferred, but all are welcome to apply.

### **SIGNATURE SECTION:**

This job description has been approved by all levels of management:

HR Director: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_