

Essential Job Duties

Employee Name: _____
 Job Title: Law Clerk Staff Attorney
 District/County: _____
 Department: _____
 Position Number: _____

The Americans with Disabilities Act of 1990 prohibits discrimination of a qualified individual with a disability who, with or without a reasonable accommodation, can perform the duties determined by the employer as necessary for an employee to perform.

Instructions: Using the position description as a guide, review all duties assigned to the position. Ask the three questions below about each duty the position description shows should be performed by the position. If the answer to any of the questions is 'yes,' the duty is essential, and the space next to the duty should be marked. Please note not all the listed duties are for any one particular position.

1. Will removing the duty change or jeopardize an office or program?
2. Is the duty integral to the nature of the work performed?
3. Will the nature of the position change if the duty is not performed?

<p>Supervision Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Developing and implementing employee training and development <input type="checkbox"/> Evaluating employees <input type="checkbox"/> Disciplining employees <input type="checkbox"/> Managing employee leave <input type="checkbox"/> Providing guidance and information to staff <input type="checkbox"/> Developing policies and recommending procedures <input type="checkbox"/> Supervising necessary cross-training _____ _____ 	<p>Fiscal and Budget Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Purchasing <input type="checkbox"/> Preparing and managing grants <input type="checkbox"/> Preparing vouchers on a timely basis <input type="checkbox"/> Assisting with law library budget _____ _____ <p>Court Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Setting up and preparing cases <input type="checkbox"/> Ensuring proper case procedures <input type="checkbox"/> Supervising and overseeing docketing <input type="checkbox"/> Serving as liaison with other agencies <input type="checkbox"/> Managing juries <input type="checkbox"/> Maintaining witness registers <input type="checkbox"/> Scheduling interpreters <input type="checkbox"/> Arranging for security officers when necessary <input type="checkbox"/> Preparing reports and statistics <input type="checkbox"/> Managing facilities (records storage, scheduling courtrooms, custodial, space management, etc.) _____ _____ 	<p>Legal Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conducting research <input type="checkbox"/> Drafting documents <input type="checkbox"/> Ordering books and research materials <input type="checkbox"/> Supervising intern program <input type="checkbox"/> Managing caseload <input type="checkbox"/> Managing law library <input type="checkbox"/> Assigning cases <input type="checkbox"/> Assisting with research issues <input type="checkbox"/> Developing training procedures for law clerks <input type="checkbox"/> Assisting law clerks with research and writing <input type="checkbox"/> Tracking cases <input type="checkbox"/> Compiling statistics related to cases _____ _____ 	<p>Public Relations Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conducting or coordinating speaking engagements or tours <input type="checkbox"/> Serving as information resource to public, court, staff, and OJA _____ _____
<p>Human Resources and Personnel Duties</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recruiting and hiring <input type="checkbox"/> Managing timesheets <input type="checkbox"/> Completing, submitting and maintaining other personnel and payroll documentation <input type="checkbox"/> Handling grievances and complaints <input type="checkbox"/> Making staffing recommendations (number of personnel, distribution of personnel, etc.) <input type="checkbox"/> Ensuring staff coverage on a daily basis _____ _____ 			

I have reviewed the duties for this position and I have designated the duties which are essential.

 Supervisor Signature Date

 Appointing Authority Date