

KANSAS JUDICIAL BRANCH
Position Description

Instructions: Complete employee name, district and county, department, and position number. Make statements simple, brief, and complete. Form must be signed by the appointing authority.

Distribution: 1-Employee, 1-Supervisor, 1-Office of Judicial Administration – original

PART I.

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

PART II. The position supervisor or other designee of the appointing authority shall complete the remaining sections of the description.

SECTION A. POSITION PURPOSE:

SECTION B. DUTIES:

Instructions: Place the letters *n/a* in the column next to the duties which are not a part of the employee's job responsibilities.

<i>Not Applicable</i>	Duties
_____	Supervision Duties
_____	Developing and implementing employee training and development
_____	Evaluating employees
_____	Disciplining employees
_____	Managing employee leave
_____	Providing guidance and information to staff
_____	Developing policies and recommending procedures
_____	Supervising necessary cross-training
_____	_____
_____	Human Resources and Personnel Duties
_____	Recruiting and hiring
_____	Managing timesheets
_____	Completing, submitting and maintaining other personnel and payroll documentation
_____	Handling grievances and complaints
_____	Making staffing recommendations (number of personnel, distribution of personnel, etc.)
_____	Ensuring staff coverage on a daily basis
_____	_____
_____	Fiscal and Budget Duties
_____	Purchasing
_____	Preparing and managing grants
_____	Preparing vouchers on a timely basis
_____	Assisting with the law library budget
_____	_____
_____	_____

Not
Applicable

Duties

Court Duties

- _____ Setting up and preparing cases
- _____ Ensuring proper case procedures
- _____ Supervising and overseeing docketing
- _____ Serving as liaison with other agencies
- _____ Managing juries
- _____ Maintaining witness registers
- _____ Scheduling interpreters
- _____ Arranging for security officers when necessary
- _____ Preparing reports and statistics
- _____ Managing facilities (records storage, scheduling courtrooms, custodial, space management, etc.)

Legal Duties

- _____ Conducting research
- _____ Drafting documents
- _____ Ordering books and research materials
- _____ Supervising intern program
- _____ Managing caseload
- _____ Managing law library
- _____ Assigning cases
- _____ Assisting with research issues
- _____ Developing training procedures for law clerks
- _____ Assisting law clerks with research and writing
- _____ Tracking cases
- _____ Compiling statistics related to cases

Public Relations Duties

- _____ Conducting or coordinating speaking engagements or tours
- _____ Serving as information resource to public, court, staff, and OJA

SECTION C. SUPERVISORY DUTIES:

List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Class Title	Position Number
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SECTION D. CERTIFICATION:

I certify that this is an accurate nonfraudulent statement of the major duties and responsibilities of this position and its organizational relationships, and that this position is necessary to carry out the government functions for which I am responsible. This position description supercedes any prior worksheets or position descriptions. (This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment of employees and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.) (K.S.A. 20-162)

Employee Signature

Date

Rater Signature

Date

Appointing Authority Signature

Date