

Three years of responsible experience as a law clerk or legal secretary in a law firm, corporate office, governmental or public law office, non-profit organization, educational institution, court, or other entity under the direction and supervision of a licensed attorney or judicial officer.

- Law Clerk typical tasks include but are not limited to:
 - Research law, court decisions, documents, opinions, briefs, or other information related to cases before the court.
 - Prepare briefs, legal memoranda, or statements of issues involved in cases, including appropriate suggestions or recommendations.
 - Confer with attorneys concerning legal questions and construction of documents.
 - Draft or proofread legal opinions, decisions, or citations.
 - Keep up to date on changes in the law and inform attorney when cases are affected by the changes.
 - Verify that all files, complaints, or other papers are available and in the proper order.
 - Respond to questions from staff and clients on general legal issues.

- Legal Secretary typical tasks include but are not limited to:
 - Prepare and process legal documents and papers (e.g., summonses, subpoenas, complaints, appeals, motions).
 - Arrange for delivery of legal correspondence to clients, witnesses, and court officials.
 - Organize and maintain law libraries, documents, and case files.
 - Prepare various forms (e.g., accident reports, trial and courtroom requests, applications).
 - Research and collect information (e.g., employment and medical records) related to cases before the court.