



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

LAW CLERKS

Class Title	Class Code	Pay Band	Alt Pay Band*
Law Clerks-B	H2092B	55	
Law Clerks-O	H2092O	60	
Law Clerks-A	H2092A	65	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Assist lawyers or judges by researching or preparing legal documents. May meet with clients or assist lawyers and judges in court.

Nature of Work

Law Clerks research legal data for briefs or arguments based on statutory laws or decisions. Work involves searching for and studying legal records and documents to obtain data applicable to cases under consideration. They file pleadings for firms with court clerks; serve copies of pleadings on opposing counsel; and prepare affidavits of documents and keep document files and correspondences of cases.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role perform standardized technical legal work as an assistant to an attorney, judges, adjudicators, and hearing officers.
- Employees conduct standardized legal research and prepare routine documents and correspondence.
- Employees assist in the research of proposed legislation.

Recommended Education and Experience for Full Performance

Associate degree in Paralegal, Legal Science, Business, English, History, Communications, Psychology, and/or Sociology and four (4) years of law office experience to include the preparation and review of legal documents and legal/policy research and analysis.

Minimum Qualifications

High School diploma or GED and one (1) year of law office administration experience.

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Operational

- Employees in this Role perform more complex technical legal work as an assistant to an attorney, judge, adjudicator and hearing officer, and under their supervision prepare documents and correspondence, take statements of witnesses, prepare affidavits, and assist an attorney in preparation of the facts and legal references for use in litigation.
- Employees serve summons, subpoenas, and papers.
- Employees assist in the research and preparation of proposed legislation.
- Employees conduct legal research for judges, adjudicators, and hearing officers.

Recommended Education and Experience for Full Performance*

Bachelor's Degree in Paralegal, Legal Science, Business, English, History, Communications, Psychology, and/or Sociology, and two (2) years of law office experience to include the preparation and review of legal documents and legal/policy research and analysis.

Minimum Qualifications

Associate's Degree in Paralegal, Legal Science, Business, English, History, Communications, Psychology, and/or Sociology and two (2) years of law office experience to include the preparation and review of legal documents and legal/policy research and analysis. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

Advanced

- ~~Employees in this Role direct, plan, and perform complex technical legal work as an assistant to an attorney, judge, adjudicator or hearing officer.~~
- ~~Employees, under the supervision of an attorney, direct the preparation of legal documents that will be presented for final approval by an attorney.~~
- ~~Employees conduct extensive legal research.~~

Recommended Education and Experience for Full Performance

~~Bachelor's Degree in Paralegal, Legal Science, Business, English, History, Communications, Psychology, and/or Sociology and three (3) years of law office experience to include the preparation and review of legal documents and legal/policy research and analysis.~~

Minimum Qualifications

~~Bachelor's Degree in Paralegal, Legal Science, Business, English, History, Communications, Psychology, and/or Sociology and two (2) years of relevant experience to include the preparation and review of legal documents and legal/policy research and analysis. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.~~

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Law and Government — Knowledge of laws, legal codes, court procedures, precedents,

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government regulations, executive orders, agency rules, and the democratic political process.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Skills

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Speaking — Talking to others to convey information effectively.

Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Time Management — Managing ones own time and the time of others.

Coordination — Adjusting actions in relation to others' actions.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

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Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001

Revised: 9/20/2011; 8/24/2018 (H2092A moved to Attorney Series).

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.