



## Harris County – JOB DESCRIPTION

**Job Title:** Law Clerk - Criminal Courts

\$15 Per Hour – Paid Position  
Temporary Position-No Benefits

Non Paid Positions Available

**Job Code:**

**Department:** Harris County District Courts - Admin

**EEO Category:**

**FLSA:** Non-Exempt

**Revision Date:** June, 2021

### Purpose:

Under the supervision of the District Court Judges, this position provides legal research support for the courts while offering valuable court-related experience for aspiring students of law.

### Duties, Functions and Responsibilities:

- Legal research and writing;
- Creating and maintaining files;
- Routine law library maintenance;
- Special projects as needed;
- Review and brief court filings

### Minimum Qualifications:

Second or third year law student. Candidates must possess excellent research and writing skills, knowledge of Microsoft Word, common sense, and a professional demeanor. Must maintain discretion with privileged or confidential information and conduct all court business in a strictly confidential manner.

### Licenses and Certifications Required:

- None

### Background check and drug testing, required.

*To apply send your resume to Melissa Dartz via email at [melissa\\_dartz@justex.net](mailto:melissa_dartz@justex.net)  
Paid position is open until filled. Non-Paid position has no expiration date.*

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

