

LANCASTER COUNTY
DISTRICT COURT STAFF ATTORNEY LAW CLERK
(Attorney)

NATURE OF WORK

This is legal research ~~responsible work reviewing performing legal research, writing briefs, legal opinions and similar documentation and completing clerical work of considerable difficulty. This position is work performed by an Attorney who may or may not have taken the bar exam.~~

Work involves a variety of duties including conducting research into statutes, determining pertinent issues, precedents and other circumstances bearing on such issues, and drafting opinions, adjudications and similar documents. The work is performed directly for a District Court Judge of Lancaster County, primarily concerned with legal research and writing, contact with attorneys and other related administrative duties as assigned. An employee in this class is typically expected to perform a variety of professional services related to legal communication and representation. Work is assigned and supervised by an administrative superior.

EXAMPLES OF WORK PERFORMED

Research, study and annotate laws, court decisions, documents, opinions, briefs and related legal authorities to process suits, trials, hearings, appeals and other litigated matters; attend such legal proceedings as required.

Read opinions, briefs and motions and extract excerpts pertinent to points of law and fact.

Prepare proposed written orders and legal memoranda including appropriate recommendations to the requesting judge.

Maintain courthouse library and related items necessary for the use by the judge and the staff of the District Court.

Attend meetings and trainings as required.

Perform other duties as assigned by a judge.

~~Assist attorneys and law staff in performance of fundamental research and preparation of memoranda, reports, briefs, letters, legal opinions and similar documents.~~

~~Search resources and study legal records and documents to obtain information applicable to case under consideration; prepare briefs or arguments.~~

~~Assist in filing, research and examination of legal documents and public records; file and maintain legal resource materials.~~

~~Assist in the preparation and presentation of cases before various courts; collect, organize and prepare evidence, information and other legal materials needed by attorneys.~~

~~Contact and interview individuals in preparation for appearances at meetings, consultations, hearings, trials and other proceedings.~~

~~May serve as liaison and coordinate with other public agencies, governmental bodies, County departments and law firms regarding processing court cases and legal matters.~~

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of legal research work.

Knowledge of the State and Federal judicial organization and legal process.

Knowledge of constitutional law, state statutory law and court rules.

Knowledge of judicial procedures and of the rules of evidence and court rules.

Knowledge of law office methods, procedures and protocols.

Ability to research the law, legal records and documents.

Ability to analyze data, write clear, concise legal briefs and prepare legal documents and correspondence.

Ability to establish and maintain effective working relationships with the Courts, public agencies, County officials, co-workers and the public.

~~DESIRABLE TRAINING AND EXPERIENCE~~

~~Graduation from an accredited College of Law with some experience as a Law Clerk.~~

MINIMUM QUALIFICATIONS

Graduation from an accredited College of Law and some experience as a Law Clerk; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENT

Membership in the Nebraska State Bar Association with eligibility to practice law in the State of Nebraska or ability to obtain in six months.

| ~~01/2009~~7/2017

PS7409

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF LANCASTER COUNTY, NEBRASKA

IN THE MATTER OF ADOPTING A)
SALARY SCHEDULE FOR DISTRICT COURT) RESOLUTION NO. _____
STAFF ATTORNEY)

WHEREAS, the County Board seeks to establish a salary and compensation plan for District Court Staff Attorneys.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Lancaster County, as follows:

1. Definitions. For the purposes of this resolution, the following definitions apply:

A. Budget year shall mean Lancaster County's fiscal budget year beginning July 1 and ending June 30 of the following calendar year.

B. County Board shall mean the Lancaster County Board of Commissioners.

C. Human Resources Director shall mean the City-County Human Resources Director.

2. District Court Staff Attorney Compensation.

A. Employees in the District Court Staff Attorney classification shall be compensated according to an Eight (8) step salary schedule with 3.5% increases between steps as reflected in Attachment "A" which is incorporated herein.

B. Employees newly appointed into the District Court Staff Attorney classification shall be placed at the first step on Attachment "A" except, upon recommendation of the District Court Judges and Human Resources Director, the County Board may consent and approve of a newly appointed staff attorney being placed at a higher salary step commensurate with that attorney's qualifications, abilities, and prior experience.

C. District Court Judges, with the consultation of the Human Resources Director, shall develop an annual performance evaluation to monitor and rate the performance of employees in the District Court Staff Attorney classification. Beginning at the six (6) month anniversary of an employee's first paid day, an employee shall be evaluated by the District Court Judges or his/her designee. If that employee achieves a satisfactory rating or higher, the employee shall advance to the next pay step until the employee has reached the maximum rate of pay for District Court Staff Attorney.

D. Cost of living adjustments of the salary schedule in Attachment "A" shall be made from time to time and shall be equal to and coincide with the cost-of-living adjustment made to the pay plans of classified unrepresented employee.

E. Employees employed in the District Court Staff Attorney classification as of the effective date of this resolution shall be placed at an appropriate salary step, at the discretion of the District Court Judges, which is commensurate with their qualifications, abilities, prior experience, and years of service within the District Court.

3. This Resolution does not constitute an employment contract.

4. This Resolution is effective the pay period beginning July 6, 2017.

DATED this ____ day of July, 2017, at the County-City Building, Lincoln, Lancaster County, Nebraska.

APPROVED AS TO FORM
this ____ day of July, 2017.

for JOE KELLY
County Attorney

BY THE BOARD OF COUNTY
COMMISSIONERS OF LANCASTER
COUNTY, NEBRASKA

DISTRICT COURT STAFF ATTORNEY PAY PLAN

Effective July 6, 2017
3.5% between steps

CLASS CODE	CLASSIFICATION TITLE	PAY GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
7410	DISTRICT COURT	MSS	56,815.20	58,803.68	60,862.88	62,992.80	65,197.60
	STAFF ATTORNEY	MONTHLY	4,734.60	4,900.31	5,071.91	5,249.40	5,433.13
		BIWEEKLY	2,185.20	2,261.68	2,340.88	2,422.80	2,507.60
		HOURLY	27.315	28.271	29.261	30.285	31.345
			STEP 6 STEP 7 STEP 8				
MSS		ANNUAL	67,479.36	69,840.16	72,284.16		
		MONTHLY	5,623.28	5,820.01	6,023.68		
		BIWEEKLY	2,595.36	2,686.16	2,780.16		
		HOURLY	32.442	33.577	34.752		

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