

**CITY OF SHAKER HEIGHTS**  
**Position Vacancy Announcement**  
**FOR IMMEDIATE POSTING**  
**October 4, 2016**

**Job Title:** Law Clerk I  
**Department:** Law  
**Hours of Work:** Varies with school schedule  
(up to 15-20 per week/school year; up to 37.5 per week/summer)  
**Salary:** \$12.27 per hour  
**Application Deadline:** Open until position filled  
**Starting Date:** ASAP

**General Statement of Duties:** The Shaker Heights Law Department provides legal services to the City, representing the Mayor and Administration, City Council, the Shaker Heights Municipal Court, Board of Appeals, Fair Housing Review Board, and the Shaker Heights Development Corporation. The Law Clerk in the Department performs legal research and writing, responds to citizen inquiries, assists in civil litigation, criminal prosecutions, and administrative appeals, and performs related work in criminal and civil matters in the Law Department.

**Distinguishing Features of the Class:** The work of the Law Clerk I requires a knowledge of law as would be obtained by a first- or second-year law student. No supervision is exercised over other staff. It is preferred that the Law Clerk be available to work part-time during the school year and full time during the summer. The actual schedule of work will be flexible to accommodate the Clerk's class and exam schedule.

**Examples of Work:** (illustrative only)

- ◆ Assists Director of Law, Chief Prosecutor and Assistant Director of Law in a variety of legal matters;
- ◆ Researches legal issues and real estate matters, and writes opinions on questions of law;
- ◆ Researches and writes memoranda, briefs, pleadings and motions;
- ◆ Assists at civil, criminal and administrative hearings and trials;
- ◆ Updates various publications in law library;
- ◆ Assists in investigation of fair housing complaints;
- ◆ Drafts correspondence on behalf of City attorneys;
- ◆ Maintains and updates current litigation files;
- ◆ Files pleadings, motions and deeds at the appropriate offices;
- ◆ Handles resident inquiries and public records requests;
- ◆ Handles discovery requests;
- ◆ Performs a wide variety of related legal and clerical tasks.

**Required Knowledge, Skills, and Abilities:** Knowledge of principles and practices of the legal system; knowledge and experience conducting legal research, particularly using Westlaw; knowledge of the types and methods of preparation of legal documents and experience with legal writing; ability to understand and carry out oral and written instructions; ability to express oneself clearly and concisely, both orally and in writing; ability to effectively and sensitively handle communications with residents of the City; ability to establish and maintain effective working relationships with attorneys, City staff and Court personnel .

**Acceptable Experience and Training:** Current enrollment in the first, second or third year of a law school of recognized standing.

**PLEASE SEND CITY APPLICATION AND/OR RESUME WITH WRITING SAMPLE TO THE CITY OF SHAKER HEIGHTS HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OH 44120.**

**E-mail: [human.resources@shakeronline.com](mailto:human.resources@shakeronline.com) Application available online at shakeronline.com EOE**

**Effective February 12, 2016 the City of Shaker Heights will no longer hire external candidates who use any form of tobacco or nicotine products.**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.*