

## The Maryland-National Capital Park and Planning Commission

**TITLE:** Law Clerk  
**SERIES:** Legal

**GRADE:** H    **CODE:** 2415  
**DATE:** 5/5/89

### Definition of Class

Under direction of the General Counsel or an Associate Counsel, performs entry-level professional legal work involving moderate responsibility, complexity and variety. Conducts legal research, investigates cases, writes legal documents including pleadings and opinions and writes and reviews contracts, and completes special projects of a legal nature. Cases involve a wide range of subjects (e.g., land use, recreation law, labor law, commercial transactions, negligence and landlord/tenant).

### Examples of Important Duties

1. Performs legal research. Reviews legal codes, case reports, law reviews, public records, and other reference books and journals to analyze legal issues, answer legal questions, and identify relevant laws and cases.
2. Drafts legal opinions, contracts, leases, deeds, briefs, motions and other pleadings.
3. Assists General Counsel or Associate Counsel in carrying out work program of the unit. Attends Planning Board, Department Head, Executive Committee or other meetings, and makes appropriate reports or recommendations as required. Prepares correspondence for the attorneys.
4. Drafts legislation on behalf of the Commission and Planning Boards at both state and county level. Monitors and reports on developments pertaining to such legislation during the legislative session. Reviews and reports on legislation of interest to the Commission, although not sponsored by it.
5. Assists attorneys in developing legal theories and planning strategy in pending cases and administrative matters. Meets with attorneys and writes reports concerning issues, options, recommendations and developments in individual cases. Assists attorneys in preparation of advice for staff on simple matters related to planning, parks and administration of the Commission.
6. Reviews Commission contracts, deeds, leases, amendments, etc., for legal sufficiency. At direction of attorneys drafts policies, procedures and staff training manuals concerning contracts administration and processing. Provides oral instruction and conducts training programs for staff on contract preparation and processing.

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### Examples of Important Duties (Continued)

7. Coordinates with Commission staff, business groups, members of the public, citizens groups, private attorneys and other government agencies regarding litigation or other matters related to the Planning Boards or Commission departments. Serves on committees with staff and vendors to negotiate contract provisions. Exchanges information with other government agencies regarding legal matters involving the Commission.
8. Assists in preparation of documents, exhibits and witnesses for trials, and assists at trial in state and federal courts.

### Important Worker Characteristics

- A. Knowledge of (1) Commission activities;\* (2) Commission organization;\* (3) Commission policies and procedures;\* (4) civil law; (5) principles of legal research and legal writing; (6) court system; (7) legislative process and procedures; (8) local government structure and operation; and (9) office practices.
- B. Skill in operation of (1) auto; (2) calculator.
- C. Ability to (1) analyze legal problems; (2) perform legal research; (3) apply legal principles to solve practical problems; (4) read and write technical reports and correspondence; (5) use proper spelling, punctuation and grammar; (6) proofread typed materials; (7) speak clearly; (8) organize work efficiently; (9) provide courteous service.

\* Developed primarily after employment in this job class.

### Minimum Qualifications

1. Bachelor's degree from an accredited college or university and completion of at least two-thirds of the course requirements for the Juris Doctor degree at an accredited law school.

### Working Conditions

Works in an office, often under considerable pressure to meet deadlines.