**Law Clerk Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Law Clerk to work passionately with our founding attorney at a growing firm that practices in six areas of law.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Works under the direction of a Supervisory Paralegal or a Project Supervisor.
* Performs complex legal research for the trial staff.
* Assists in preparing draft legal documents, such as motions, briefs, memoranda of law, etc. reviewing documents for relevance and privilege
* Assisting attorneys with all phases of litigation.

### About you

* Law degree, or currently attending an accredited law school, having completed at least one year of study.
* Requires sound working knowledge of federal and state court systems, legal research procedures, and legal research resources.
* Requires excellent written and oral communication skills and thorough knowledge of legal research tools.
* Must have hands-on familiarity with a variety of computer applications, including word processing, databases (such as document review and file management systems), spreadsheets, and imaging.
* The role also requires hands-on familiarity with ESI tools and knowledge of e-discovery procedures and resources.

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]