**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 perform complex legal research for the trial staff, assist in preparing draft legal documents, such as motions, briefs, memoranda of law, etc. reviewing documents for relevance and privilege; and assisting attorneys with all phases of litigation.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Legal research and preparation of legal memoranda
* Drafting legal documents and contracts
* Supporting attorneys in the areas of privacy, antitrust, trade compliance, and employment law
* Work with cross-functional teams on novel legal issues
* Create practical and creative solutions to solve legal problems

### About you

* Law degree, or currently attending an ABA-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.
* 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]