






Law Clerks

Description

Assist lawyers or judges by researching or preparing legal documents. May meet with clients or assist lawyers and judges in court.

Education

The following is a breakdown of the top three degrees that people in this job possess (each educational level is described in the legend at the end of this document):




	24 %	High School Diploma
	17 %	Post-Master's Certificate
	17 %	Post-Baccalaureate Certificate

In order to pursue this career, you will need to be educated in one of the following areas:

- Law (LL.B., J.D.) (CIP = 22.0101)




Experience

The following is a breakdown of the level of related work experience that people in this job possess:

	34 %	Over 3 months, up to and including 6 months
	20 %	None
	20 %	Over 2 years, up to and including 4 years




On-site Training

The following is a breakdown of the length of on-site training that people in this job typically receive:

	36 %	Anything beyond short demonstration, up to and including 1 month
	32 %	Over 6 months, up to and including 1 year
	22 %	None or short demonstration

On-the-job Training

The following is a breakdown of the level of on-the-job training that people in this job received:

	47 %	None
	31 %	Up to and including 1 month
	15 %	Over 6 months, up to and including 1 year



Interests

The following is a list of the top three career interests (also known as Holland Codes) that people with this occupation possess, along with their level of importance to this career.

- Conventional (High)
- Investigative (High)
- Enterprising (Moderate)

Tasks

Here are the most common tasks and duties for which you would be responsible in this job:

- Search for and study legal documents to investigate facts and law of cases, to determine causes of action and to prepare cases.
- Research and analyze law sources to prepare drafts of briefs or arguments for review, approval, and use by attorney.
- Review and file pleadings, petitions and other documents relevant to court actions.
- Prepare affidavits of documents and maintain document files and case correspondence.
- Serve copies of pleas to opposing counsel.
- Schedule meetings between legal professionals.
- Store, catalog, and maintain currency of legal volumes.

Abilities

To pursue this career, you will need to display the following capacities:

- Written Comprehension
- Near Vision
- Oral Comprehension
- Written Expression
- Oral Expression
- Inductive Reasoning
- Problem Sensitivity
- Deductive Reasoning
- Speech Recognition
- Information Ordering
- Speech Clarity
- Category Flexibility
- Selective Attention
- Fluency of Ideas
- Originality
- Perceptual Speed
- Flexibility of Closure
- Memorization
- Speed of Closure
- Far Vision



Knowledge

To pursue this career, it would be helpful to be well-versed in the following subject areas:

- Law and Government
- English Language
- Clerical
- Customer and Personal Service
- Administration and Management
- Computers and Electronics
- Mathematics
- Psychology
- Economics and Accounting
- Telecommunications
- Education and Training
- Personnel and Human Resources
- Communications and Media
- Public Safety and Security
- Geography
- Therapy and Counseling

Skills

The following skills are considered essential to this job:

- Reading Comprehension
- Critical Thinking
- Active Listening
- Writing
- Speaking
- Complex Problem Solving
- Active Learning
- Judgment and Decision Making
- Time Management
- Persuasion
- Social Perceptiveness
- Coordination
- Monitoring
- Negotiation
- Learning Strategies
- Systems Analysis
- Service Orientation
- Systems Evaluation
- Mathematics
- Instructing



Activities

In this job, you will likely spend most of your time engaged in the following activities:

- Interacting With Computers
- Getting Information
- Evaluating Information to Determine Compliance with Standards
- Making Decisions and Solving Problems
- Communicating with Supervisors, Peers, or Subordinates
- Establishing and Maintaining Interpersonal Relationships
- Organizing, Planning, and Prioritizing Work
- Processing Information
- Analyzing Data or Information
- Updating and Using Relevant Knowledge
- Identifying Objects, Actions, and Events
- Communicating with Persons Outside Organization
- Documenting/Recording Information
- Resolving Conflicts and Negotiating with Others
- Interpreting the Meaning of Information for Others
- Judging the Qualities of Things, Services, or People
- Performing Administrative Activities
- Monitor Processes, Materials, or Surroundings
- Performing for or Working Directly with the Public
- Thinking Creatively

Job Zone

All occupations are categorized into job zones, based on the level of preparation (experience, education, and training) that is required. There are five job zone categories, with job zone one indicating that little to no preparation is required, to job zone five, where extensive preparation is needed.

This occupation is categorized as Job Zone Five: Extensive Preparation Needed

Occupations in this job zone tend to require the following:

Experience

Extensive skill, knowledge, and experience are needed for these occupations. Many require more than five years of experience. For example, surgeons must complete four years of college and an additional five to seven years of specialized medical training to be able to do their job.

Education

Most of these occupations require graduate school. For example, they may require a master's degree, and some require a Ph.D., M.D., or J.D. (law degree).

Training

Employees may need some on-the-job training, but most of these occupations assume that the person will already have the required skills, knowledge, work-related experience, and/or training.

Example

These occupations often involve coordinating, training, supervising, or managing the activities of others to accomplish goals. Very advanced communication and organizational skills are required. Examples include librarians, lawyers, aerospace engineers, wildlife biologists, school psychologists, surgeons, treasurers, and controllers.



Legend:

Educational Levels

1. **Less than High School:** No schooling or just grade school or some high school courses.
2. **High School Diploma:** Or GED or High School Equivalence Certificate.
3. **Post-Secondary Certificate:** Awarded for training completed after high school (for example, in Personnel Services, Engineering-related Technologies, Vocational Home Economics, Construction Trades, Mechanics and Repairers, Precision Production Trades).
4. **Some College Courses:** Can consist of college preparatory courses or regular courses taken while attending college, but credits attained are not sufficient to get a degree.
5. **Associate's Degree:** An undergraduate degree awarded by a junior, community technical or bachelor's degree-granting college/university. Requires a completion of a two-year course of study.
6. **Bachelor's Degree:** An academic degree awarded for an undergraduate major or course. Requires a completion of a four-year course of study.
7. **Post-Baccalaureate Certificate:** Awarded for completion of an organized program of study; designed for people who have completed a Baccalaureate degree, but do not meet the requirements of academic degrees carrying the title of Master.
8. **Master's Degree:** An academic degree awarded to people who, in addition to achieving a bachelor's, have taken additional courses or completed a research study in a specific field or subject area. Requires an additional one to three years of study.
9. **Post-Master's Certificate:** Awarded for completion of an organized program of study; designed for people who have completed a Master's degree, but do not meet the requirements of academic degrees at the doctoral level.
10. **First Professional Degree:** Awarded for completion of a program that: requires at least 2 years of college work before entrance into the program, includes a total of at least 6 academic years of work to complete, and provides all remaining academic requirements to begin practice in a profession.
11. **Doctoral Degree:** An academic or professional degree awarded for the completion of advanced graduate study beyond a Master's degree. Requires an additional two to four years of study.
12. **Postdoctoral Training:** Consists of advanced academic research completed after doctoral studies. Generally done within five years of the completion of a Doctoral Degree in order to deepen a person's knowledge of a particular subject, hone skills, and publish academic papers.