Allen County
Job Description

COMMERCIAL COURT LAW CLERK

Department: Superior Court Civil Division	FLSA Status: Exempt
Classification/Level: Special Occupation	Date: 5/2022

Under the direction of the Allen Superior Court Civil Division, the Commercial Court Law Clerk performs legal research, drafts bench memoranda and proposed court orders, processes case filings and assists in case management. This position is covered under the Superior Court Employee Handbook. This is an employee-at-will position.

ESSENTIAL FUNCTIONS:

- Substantively reviews and analyzes pleadings and proposed orders, consistent with Indiana law.
- Researches issues such as jurisdiction, legal merit and allowable relief, as directed.
- Conducts legal research and drafts legal memoranda based upon relevant statutes, controlling precedent, published case law or other relevant authority.
- Communicates with counsel regarding case management and procedural requirements.
- Tracks case progress and organization of cases.
- Serves as Judge Pro Tem as necessary after admission to the Indiana Bar.
- Develops an in-depth understanding of motion practice and the complete litigation lifecycle.
- Discusses the assigned cases with the Commercial Court Judges in preparation for, or as a result of, hearings; this requires extensive knowledge of the legal issues and particular facts of specific cases.
- Develops expertise in processing pleadings and orders via the Indiana e-filing system.
- Drafts proposed court orders consistent with the Judges' directives.
- Proofreads and verifies citations.
- Performs all other duties as assigned.

REQUIREMENTS:

- Juris Doctor, with admission to the Indiana Bar by October 1, after date of hire.
- Superior legal research and analysis capabilities.
- Familiarity with Indiana Trial Rules, Local Rules of Court, and the Indiana Commercial Court Handbook.
- Excellent written, verbal skills and analytical skills objectively assimilating contested and complex facts and applying relevant law.
- Strong computer skills with the ability to use Microsoft Office and to create and edit electronic documents
- Ability to demonstrate and maintain thorough familiarity with civil procedural law and substantive law
- Understanding of court processes and personnel.
- Must maintain the highest professional ethical standards.

DIFFICULTY OF WORK:

The Commercial Court Law Clerk performs work that is broad in scope of great intricacy involving many complex and significant variables when processing case filings.

RESPONSIBILITY:

The Commercial Court Law Clerk provides substantial contribution involving non-routine decisions when conducting legal research and drafting legal memoranda based upon relevant statutes, controlling precedent, published case law or

other relevant authority as promoted by each party or his/her attorney or as discovered by independent research. General objectives and boundaries are provided.

PERSONAL WORK RELATIONSHIPS:

The Commercial Court Law Clerk works closely with the assigned Judges. The Commercial Court Law Clerk maintains frequent contact with other court personnel and officials, local and state government agencies, social agencies, and professional and non-professional members of the general public.

WORKING CONDITIONS:

The Commercial Court Law Clerk works in and out of an office setting with frequent sitting and the ability to move about freely. Some lifting of up to twenty pounds, bending, pushing/pulling loads, kneeling and mental/visual effort exists and frequent reaching overhead, monitoring equipment and detailed inspection is required. Very frequent typing, attention to detail and proofreading exists. Some travel is required.

SUPERVISION:
None

LICENSING:
None

IMMEDIATE SUPERVISOR:
Commercial Court Judges

HOURS:
Monday – Friday; 8:00 am – 4:30 pm and as needed

EEO CATEGORY:
0102

WORKERS'S COMP CODE:
8820

I agree that the contents of this job description are a fair and accurate representation of the duties of this position being described.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____