



# Judicial Law Clerks

**Also called:** Judicial Assistant, Judicial Clerk, Judicial Law Clerk, Law Clerk

## What they do:

Assist judges in court or by conducting research or preparing legal documents.

## On the job, you would:

- Prepare briefs, legal memoranda, or statements of issues involved in cases, including appropriate suggestions or recommendations.
- Research laws, court decisions, documents, opinions, briefs, or other information related to cases before the court.
- Draft or proofread judicial opinions, decisions, or citations.

## KNOWLEDGE

### Safety and Government

- law and government

### Arts and Humanities

- English language

### Business

- administrative services

## SKILLS

### Basic Skills

- reading work related information
- listening to others, not interrupting, and asking good questions

### Problem Solving

- noticing a problem and figuring out the best way to solve it

## ABILITIES

### Verbal

- read and understand what is written
- communicate by writing

### Ideas and Logic

- make general rules or come up with answers from lots of detailed information
- notice when problems happen

## PERSONALITY

People interested in this work like activities that include **data, detail**, and regular routines.

They do well at jobs that need:

- **Integrity**
- **Attention to Detail**
- **Analytical Thinking**
- **Dependability**
- **Independence**
- **Achievement/Effort**

## TECHNOLOGY

You might use software like this on the job:

### Data base user interface and query software

- Microsoft Access 🔥
- Orion Law Management Systems Orion

### Presentation software

- Microsoft PowerPoint 🔥 📈

### Project management software

- Canyon Solutions Jcats
- Thomson Reuters Elite ProLaw

## EDUCATION



**doctoral degree** or  
**post-doctoral training**

usually needed

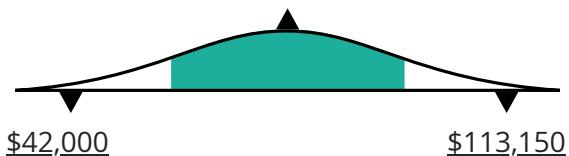
## JOB OUTLOOK



New job opportunities are **likely** in the future.

**Average**

**SALARY:** **\$60,400**



## EXPLORE MORE

- [Administrative Law Judges, Adjudicators, & Hearing Officers](#)
- [Judges, Magistrate Judges, & Magistrates](#)
- [Lawyers](#)
- [Legal Secretaries & Administrative Assistants](#)
- [Paralegals & Legal Assistants](#)

You might like a career in one of these industries:

- Government