



LAW CLERK

JOB DESCRIPTION

Department: Executive	Division: Legal
Work Location: City Hall	Percent Time: Part-Time
Job Type: Internship/Clerkship, Non-Civil Service	FLSA Status: Non-Exempt
Reports To: City Attorney	Union: Non-Bargaining Unit

JOB SUMMARY

Under general supervision of the City Attorney, the Law Clerk will assist with legal research and drafting documents related to a variety of topics, including contracts, real estate, urban planning, municipal finance, and economic development, and other civil matters. This position requires a strong commitment to access to justice, a highly professional demeanor, and sound judgement. This clerkship offers valuable exposure to municipal law and requires strong research, writing, and organizational skills.

ESSENTIAL FUNCTIONS

- Develop and apply legal research and writing skills on a range of municipal law topics (e.g., real estate, planning and economic development, labor and employment, public safety, contracts, and municipal finances).
- Conduct research assist in preparation of court filings and internal legal memoranda with summaries and recommendations for the City Attorney to review.
- Assist with the transfer of documents to and from the courthouse.
- Assist with administrative tasks in the legal department, including providing customer service both in-person and over the phone.
- Maintains maximum security over all sensitive and confidential information encountered in the course of work.
- Maintain maximum security over confidential materials.
- Recognizes situations which are beyond own limits and directs them to the appropriate person.
- Maintains ongoing communication with supervisor, informing them of all pertinent problems, irregularities, new developments, changes and other important information within area of responsibility.
- Maintain a professional and courteous attitude with all people, including fellow employees, members of the public, elected officials and members of the local legal community.
- Complies with City policies and procedures.
- Report to work on time and as scheduled.
- Perform other duties as needed or assigned.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- A bachelor's degree and completion of the the first year of law school at the time of employment.
- Demonstrated interest or experience in public service (e.g., volunteering for a non-profit, serving on a local board or commission, etc.) is preferred.
- Experience working with confidential material is desired.

Knowledge

- Some knowledge of federal and state law
- Knowledge of legal reference works and methods of legal research

Skills

- Excellent written and oral communication skills
- Excellent organization and time management skills
- Superior customer service skills

Ability to

- Seek, analyze, appraise, and organize facts, evidence, and precedents.
- Exercise professional judgement and maintain confidentiality of information.
- Accomplish assigned tasks in a timely fashion with minimal supervision

Supplemental Information

Supervision received

- Works under general supervision; develops procedures for performance of a variety of duties; or performs complex duties within established policy guidelines.

Level and complexity of supervision exercised

- This position is not responsible for supervising any staff positions.

Law Clerk
City of Urbana

Security Level

- Level PII: Essential functions require access to and responsibility for detailed personally identifiable information (PII) that is protected, personal, or sensitive AND/OR access to and responsibility for information related to the City's finances.

Physical Demands and Working Conditions

- Work typically occurs in a standard office setting. Working conditions are primarily indoors with limited exposure to outdoor adverse weather and other safety/health hazards.
- Physical requirements typically include standing, sitting, talking, hearing, reaching, stooping, kneeling, and of hands and fingers to operate a computer, telephone, and keyboard. May occasionally be required to lift and/or carry objects weighing up to 10 pounds.

Vision: Vision sufficient to read computer screens and printed documents and to visually inspect work in progress, with or without correction.

Hearing: Hear in the normal audio range with or without correction.

The physical demands and work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class Specification History

New class: October 1, 2025

For HR/Finance Use

Job Class Code	Pay Grade
EEO Category	LVL