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JOB TITLE:

In-House Law Clerk

LOCATION:

San Diego, CA

REPORTS TO:

General Counsel

CLASSIFICATION:

Non-Exempt (Hourly)

MAIN PURPOSE OF JOB:

The In-House Law Clerk provides support to the legal team, conducting legal research and performs administrative and clerical duties as requested.

KEY RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist with document management and file organization for physical and electronic documents.
- Prepare files for new matters.
- Draft legal documents.
- Legal research.
- Responsible for ensuring compliance with applicable laws, regulations and company policies across areas of organizational responsibility.
- Maintain knowledge of current department policies and procedures and apply as necessary in appropriate circumstances.
- Update department managers and team members about any recent changes.
- Prepare contract review summaries.
- Draft various types of contracts using templates and other legal resources.
- Liaison with engineering team and outside counsel on patent and trademark filings.

COMPETENCIES:

- Collaboration Skills
- Communication Proficiency
- Decision Making
- Ethical Conduct
- Flexibility
- Initiative
- Personal Effectiveness / Credibility
- Presentation Skills
- Problem Solving / Analysis
- Results Driven
- Technical Capacity
- Thoroughness
- Time Management

REQUIRED EDUCATION AND EXPERIENCE:

- Must be approved or be in the process of applying for the Provisional Attorney License under CA Provisional Licensure Program Rule 9.49.
- Juris Doctorate or equivalent experience or equivalent experience in legal department
- Minimum 1 year of administrative experience
- Strong Organizational skills with high attention to detail.

PREFERRED EDUCATION AND EXPERIENCE:

- 2+ years of law clerk experience

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- Knowledge of legal research software, legal matter management software and contract drafting software.
- Work experience and/or education in engineering, technology, SaaS businesses or commercial products manufacturing is highly desirable.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to walk; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand. The employee must frequently lift or move objects up to 10 pounds and occasionally lift or move objects up to 25 pounds.

POSITION TYPE / EXPECTED HOURS OF WORK:

This is a full-time position. Days and hours are Monday – Friday, 8:30 AM TO 5:00 PM.

Occasional evening and weekend work may be required as job duties demand.

TRAVEL:

No travel is anticipated for this position.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.