

JOB DESCRIPTION
IOWA STATE ASSOCIATION OF COUNTIES

Law Clerk

Overview:

The Law Clerk assists the General Counsel in legal research for ISAC matters and the provision of technical assistance to county governments in Iowa. This position reports directly to the General Counsel.

Responsibilities:

- Assist with in-take, organization, and prioritization of questions from ISAC staff and county officials or employees and preparation of draft responses
- Assist with contract review
- Provide support for ISAC's government relations activities
- Update manuals covering Iowa case law and statutes applicable to Iowa counties
- Assist with other duties as assigned

Qualifications:

- Incoming 2L or 3L
- Ability to handle multiple tasks
- Ability to review, synthesize, and communicate complex information
- Ability to manage and meet deadlines
- Excellent legal research skills
- Prefer an interest in county government and/or corporate business law