

## **2018 / 2019 - Law Clerk Internship for Law Students (Paid Hourly TBD) or Externship (Unpaid)**

Being a law clerk can be one of the best ways to get the hands on experience before graduating law school. This position provides great opportunity to explore the practice of law and explore various areas of the law. There are generally 1-2 positions available for each Clerkship Term. Job start and end dates are flexible. Clerks should expect to work 20 - 30 hours a week depending on student schedule. Clerks will have the opportunity to work in a transactional law firm who holds stellar reputation in the areas of business law, estate planning, probate, and tax law.

The Law Clerk will be responsible for the following duties:

- Assist attorneys, provide Legal Clerk review
- Reviews case material and prepares digest of selected decisions/opinions incorporating legal references
- Searches for and summarizes relevant articles in trade magazines, law reviews, published studies, financial reports, and similar materials for use of attorneys in the preparation of opinions, briefs, and other legal documents
- Prepares digests of selected decisions or opinions which incorporate legal references and analyses of precedents involved in areas of well-defined and settled points of law.
- Interviews clients and prepares summary interview reports for the attorney's review.
- Participates in client conferences, notes possible deficiencies in case materials (e.g. missing documents, conflicting statements) and additional issues or other questionable matters, and conducts limited investigations for due diligence reports
- Prepares and organizes transactional exhibits, as required
- Verifies citations and legal references on prepared legal documents
- Prepares summaries of testimony and depositions
- Drafts/edits non-legal memoranda, research reports and correspondence relating to cases

A Potential Candidate will possess the following qualifications:

- A desire to work hard and commit to learning and serving the law
- Currently a 3L law student at an accredited law school
- At least all first year writing and research classes are completed
- Basic legal research knowledge, including knowledge of standard legal citation system sufficient to perform basic legal research
- Familiar with Library, WestLaw, LexisNexis, and other research methods
- Excellent written and oral communication skills, thorough knowledge of legal research tools
- Hands-on familiarity with a variety of computer applications, including word processing, database, spreadsheet, and telecommunications
- Ability to consistently deliver highest quality work under extreme pressure

If you are interested, email your cover letter, resume, and writing sample to via mail to our Scottsdale office. This advertisement terminates 12/1/2019.

