

General Description

This is a temporary, hybrid part-time Legal Internship. The Legal Intern will work closely with attorneys to assist with tasks such as conducting research, organizing legal files, drafting legal documents, memoranda, and miscellaneous reports. Additionally, the Legal Assistant will maintain client communication, schedule appointments, and meet various due dates associated with court appearances and processes. The Legal Intern may be tasked with various aspects of litigation such as interviewing and preparing witnesses and preparing for pre-trial conferences by organizing evidence or engaging in reasoning and strategizing based on case facts. The legal assistant will be required to read, comprehend, analyze, and apply tribal, federal, and state statutes, policies, procedures, case law, and other relevant texts with varying degrees of complexity.

Skills/Qualities

To qualify for this position, applicants must demonstrate several basic skills. They must have familiarity with legal terminology and processes, possess strong written and verbal communication skills, and exhibit excellent organizational skills and attention to detail. Proficiency in Microsoft Office Suite and Adobe Acrobat is required, as is the ability to work independently and as a team member. Experience with document management systems is a plus, and experience with Federal Indian Law is highly desirable. To achieve these outcomes, the Legal Intern must possess a variety of attributes such, including strong interpersonal skills with which to engage clients, astute judgement when handling proprietary and confidential information, and an inherent desire to improve, succeed, learn, and win.

Education and Skills Requirements

An associate's degree or higher is required.

Compensation

Assistants can expect to start at \$12-16 per hour. The Intern will be immersed in legal practice to strengthen their future applications, gain insight and clarity concerning what type of law they might decide to practice, and receive an opportunity to see legal theory in practice.

Apply

Please submit your resume, cover letter, and two references via email to businesslawpolicy@gmail.com by September 27, 2024.