

Clifford E. Riedel  
District Attorney

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1st ASSISTANT DISTRICT ATTORNEY  
Mitchell T. Murray

2nd ASSISTANT DISTRICT ATTORNEY  
Emily A. Humphrey

CHIEF DEPUTY DISTRICT ATTORNEYS  
Andrew J. Lewis  
Daniel M. McDonald  
David P. Vandenberg  
Gregory K. Biggers  
Robert J. Percifield

## Job Description – 1L Law Student Intern

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*Build your resume, gain experience, volunteer.*

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A 1L Law Intern will work with Deputy District Attorneys who handle traffic offenses, misdemeanor crimes, petitions to seal records, and appeals.

### **Key Responsibilities:**

- Participate in plea negotiations on cases with attorneys and pro se defendants.
- Legal research.
- Writing memos.
- Drafting motions and motion responses.
- Drafting appellate briefs.
- File maintenance.

### **Qualifications:**

- Be a currently enrolled law student.
- Basic knowledge of the criminal justice system and a genuine interest in criminal law.
- Good communication skills.
- Motivated to work and learn.
- Be able to work quickly and pay attention to detail.
- Familiarity and skill in legal research using Westlaw.

**Supervision:** David Vandenberg, Chief Deputy District Attorney

### **Training and Support:**

- New hire orientation.
- On-the-job training and on-going support is done by Deputy District Attorneys and the direct supervisor.
- County Court Manual.

### **Time Commitment:**

- **During the fall and spring semesters**, Full or Part time hours are acceptable. Interns who work part time are asked to commit to working half days with a consistent schedule.
- **During the summer semester**, interns typically work Full time (40 hours per week). Part time hours can be accommodated with a commitment to work FULL days and with a consistent schedule.

### **Benefits:**

- Will study the actual practice of law under the supervision of a licensed attorney.
- Will gain a greater understanding of the internal workings of the criminal justice system.
- Will have further refined valuable research and legal skills that can be carried into the future.
- Will gain experience in legal writing and argument in the context of actual criminal cases.