



# 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.