



The County of Sonoma District Attorney's Office is seeking Volunteer Law Clerk Interns for Spring and Summer 2012.

POSITION DESCRIPTION:

These positions are designed to enable the District Attorney's Office to employ the services of law students for work during the course of their law school training and to facilitate the recruitment of applicants for legal careers in County service. Volunteer Law Clerk positions generally average 20 hours per week while school is in session, and up to 40 hours during summer. Schedules are flexible. Law Clerks are supervised by the Writs, Appeals, and Legal Research Unit, but work in all areas of the District Attorney's Office. Accommodation of law students who choose to participate in Work-Study and Clinical Education programs is available.

The Volunteer Law Clerk Intern performs legal research for briefs and arguments based on federal, state, local laws and ordinances, as well as precedential decisions. The Law Clerks draft a variety of motions, responses and memoranda under the supervision of a Deputy District Attorney. Law Clerks may appear in court as a supervised certified law student under the rules of the State Bar of California.

Law Clerks also perform routine clerical and office work, including filing documents with the Clerk of the Court, delivering courtesy copies to judicial chambers and effecting proper service on opposing counsel.

MINIMUM QUALIFICATIONS INCLUDE:

Law Clerk applicants must prove satisfactory completion of one year of law school. Successful completion of, or concurrent enrollment in, Criminal Procedure as well as Evidence are highly desirable. Applicants are also expected to be proficient in word processing programs such as WordPerfect and Microsoft Word. Advocacy course work is highly recommended.

APPLICATION INSTRUCTIONS:

Applicants must submit a formal cover letter, resume, and a writing sample which demonstrates familiarity with legal writing and an ability to communicate legal concepts. **All application materials should be directed c/o Writs, Appeals, and Legal Research Unit.** Volunteer Law Clerk Interns who meet the minimum qualifications will be asked to complete a Personal History Statement. The information in the Personal History Statement will be used to conduct a background investigation to assist in determining your suitability for the position of Law Clerk Volunteer Intern. Applications should be submitted by **November 30** for spring, and **March 1** for summer positions.

