

NOTE: Please see Dean Robertson briefly before calling employee.

ThermaSource Legal Intern

- 1) **Background.** ThermaSource is a geothermal drilling firm that drills geothermal wells in the United States and South America. This is a young company looking to further strengthen its in-house legal department.
- 2) **Schedule:** Flexible approximately 20 Hours per week.
- 3) **Position:** Paid legal internship for approximately 3 months. (May-July)
- 4) **Compensation:** Based on experience (\$13-\$18 per hour).
- 5) **Contact:** Jennifer Capuano jcapuano@thermasource.com / (707)636-5805

Summary: Assists with legal files, contracts and in the permitting process for the company.

Essential Duties and Responsibilities:

- Review and organize all contract and legal files; creates systems for tracking files of all situation documents.
- Assist in detecting conflicts with possible legal prohibitions.
- Assist in preparing bids, process specifications, test and progress reports, and other exhibits that may be required.
- Assists in the review of contracts for legal conformity.
- Assist in the permitting process for starting work on projects in the United States and other countries.
- Investigate the facts of situations under review and consideration and ensure that all relevant information is considered.
- Identify appropriate laws, judicial decisions, legal articles, and other materials that are relevant to pending situations.
- Assist with drafting contracts and agreements for management review and consideration.
- Monitor and review government regulations to ensure that the corporation is aware of new requirements and is operating within the law.

Skills:

- **Education and/or Experience:** Associate's degree (A. A.) or equivalent from two-year college or technical school; or four (4) to seven (7) years related experience and/or training; or equivalent combination of education and experience. Currently enrolled as law student with completion of first year. (Preference given to 3rd year students heading into 4th year.)
- **Language Skills:** Ability to read and interpret documents such as policies, procedures, safety rules, operating and maintenance instructions. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions or percentages. Ability to apply concepts of basic algebra.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Computer Skills:** To perform this job successfully, an individual should have a basic knowledge of Spreadsheet and Word Processing software.