

# **Law Student Intern Position Descriptions**

## **1L/Rising 2L Paralegal/Legal Intern (Paid & Unpaid Opportunities)**

**Wage:** Base rate starts at \$21.27/hr, scaling higher based on experience

**Summary:** Working under attorney supervision, the intern will support trial attorneys through case preparation and client interaction, gaining hands-on exposure to public defense practice.

**Description of duties:** Assist attorneys with case file review, client communication, and hearing preparation. Help organize discovery materials, draft basic legal documents, and observe court proceedings. Students with SCR 20:50 Dean's certification may appear on the record for bail hearings, initial appearances, and low-level misdemeanor cases under attorney supervision. The person hired will maintain knowledge of, and observe ethical obligations required of a law office including client confidentiality. Limited internships available.

### **Knowledge, Skills, and Abilities:**

1. Completion of, or current enrollment in, first year of law school at an ABA-accredited institution
2. Ability to maintain confidentiality
3. Strong attention to detail
4. Ability to use a computer and conduct legal research
5. Ability to communicate and work effectively with people from diverse backgrounds

## **2L/Rising 3L Law Student Practice Intern (Paralegal)**

**Wage:** Base rate starts at \$21.27/hr, scaling higher based on experience

**Summary:** Working directly with experienced defense attorneys, the intern will take on significant responsibility in client representation, gaining practical courtroom and case management experience in public defense.

**Description of duties:** Handle substantial client work including conducting client interviews, preparing cases for hearing and trial, drafting motions, and managing case files. With appropriate certification, appear on the record and represent clients in court proceedings under attorney supervision. Participate in case strategy discussions and work independently on assigned matters. Paid and unpaid positions are available at all 38 SPD offices across the state. Students can work part-time during the school year or full-time in the summer. The person hired will maintain knowledge of, and observe ethical obligations required of a law office including client confidentiality. Limited internships available.

### **Knowledge, Skills, and Abilities:**

1. Completion of at least one year of law school at an ABA-accredited institution (2L or 3L standing)
2. Ability to maintain confidentiality
3. Strong written and verbal communication skills
4. Ability to manage multiple case files and deadlines
5. Ability to use a computer and conduct legal research
6. Ability to communicate and work effectively with people from diverse backgrounds