



**Mobile County  
Public Schools**

**Boteler, Finley  
& Wolfe**  
ATTORNEYS AT LAW  
251 433-7766 1 866 975-7766

**LeFlore High School of Law, Arts & Health Services**

## **Summer Internship**

<b>Title:</b>	High School Law Clerk	<b>Location:</b>	Mobile, AL
<b>Department:</b>	Mr. Karlos Finley	<b>Compensation:</b>	\$7.25
<b>Duration:</b>	June 5, 2017 - June 30, 2017	<b>Number of Vacancies:</b>	1
<b>Time Requirements:</b>	Part Time		

## **JOB DUTIES**

### **THE DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

- General document preparation using word processing or spreadsheet software
- Answering phones
- Sorting and organizing daily mail
- Filing and record keeping
- Drafting correspondence
  
- Copying and scanning documents
- Delivering pleading
- Organizing discovery and evidence
- Summarizing data or basic research
- Gathering basic information such as address, location, map, pictures, articles
- Summarizing testimony
- Shadowing mentors during court appearances depositions and/or other meetings
- Drafting correspondence (thank you cards or other collateral material)

## **QUALIFICATIONS**

- Must possess excellent verbal and written communication skills and exceptional research, problem solving and organizational skills and attention to detail.
- Must be able to handle sensitive and confidential information and be committed to learning and acquiring new knowledge and skills.
- Must be a rising senior in the **Law Academy**

## **PAY SCHEDULE**

You will get paid at the end of the Internship.