



Mobile County Public Schools



LeFlore High School of Law, Arts & Health Services

Summer Internship

Title:	High School Law Clerk	Location:	Mobile, AL
Department:	Legal Services – Mobile Site	Compensation:	\$7.25
Duration:	June 5, 2017 - June 30, 2017	Number of Vacancies:	1
Time Requirements:	Part Time		

JOB DUTIES

THE DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- General document preparation using word processing or spreadsheet software
- Answering phones/setting appointments
- 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.