

Judicial Internship

Hourly Rate: \$15.00

Location: City of East Cleveland City Hall

Anticipated Hours of Work: 20 hours weekly

The Charter of the city of East Cleveland provides that the Council is assimilated to a department in the structure of the city. The Council is separate entity whose powers are to appropriate and legislate. Persons in this position will be working as the right hand to the President of City Council and other Councilors. This person must be privy to the process by which laws via the charter of the city are developed.

This is a prestigious opportunity that offers a unique perspective on the municipal process. Interested individuals may forward a resume and sample brief to the contact information above if interested in these openings. All work in this area is confidential in nature requiring uniform consistency in delivery.

Some of the job duties assigned to law clerks include:

- Law clerk(s) work a minimum of 20 hours per week must have reliable transportation or the ability to move freely to meetings and other assignments.
- Reviews current legislation and ordinances for modification; to determine conflicts in the law; and to assist in revising or writing new legislation that is not conflicting with state or federal laws and regulations.
- Researches law by studying laws, statutes, constitutions, regulations, court opinions, including precedents and reasoning, and trends using standard print texts and computers; preparing legal memorandum.
- Ability to effectively write briefs and filings as needed;
- Must have a complete understanding of the law may be in a graduate or under graduate program at a local university or college.
- Effective organizational, time management and multi-tasking skills;
- Excellent analytical and problem-solving skills;
- Excellent written and verbal communication skills; and
- Ability to work independently and in a team environment.