

STUDENT POSITION DESCRIPTION

LAW CLERK

Hiring Department: Legal Services for Students

Supervisor: Raymond Schiflett

Application Deadline: As Advertised

Hours per week: 10 – 20 hours per week

Length of appointment: [Dates and any possible contingency information]

POSITION OVERVIEW

Responsible for researching, compiling, comparing, and organizing legal documents for lawyers and staff. Assist lawyers in court proceedings. Be involved with client intake. Taking part in preparing and participating in select outreach programs.

STUDENT LEARNING ASSOCIATED WITH THIS POSITION

1. **Humanitarianism and Civic Engagement** – Gain an understanding and appreciation for legal distinctions, factual circumstances affecting legal outcomes, how the law impacts and can be interpreted differently by individuals from other cultures and nations, and develop a sense of global citizenship.
2. **Intrapersonal/Interpersonal Development** – Be able to articulate your personal talents, oratory skills, values, and act with integrity while managing conflict with opposing counsel, and working collaboratively with on-campus teams.
3. **Personal and Professional Competence** – Learn to communicate complex legal issues effectively, pursue career goals and learn to maintain personal well-being while navigating complex and emotional legal situations.
4. **Learning, Application, and Integration** – Acquire knowledge of client intake procedure, courtroom procedure and demeanor. Learn to process and connect legal information in order to make practical and effective decisions.
5. **Critical Thinking and Problem Solving** – Learn how to identify relevant legal issues, reflect on past experiences with similar facts, and creatively develop solutions tailored to each client’s circumstances.

QUALIFICATIONS

- Currently enrolled in The University of Texas School of Law.
- Strong writing skills.
- Excellent communication abilities.
- 2L or 3L status.
- Prefer that you demonstrate an interest in general legal practice (non-appellate work).

DUTIES AND RESPONSIBILITIES

- Research issues affecting clients.
- Interact with LSS staff, DOS staff, student clients, and the public.
- Draft concise, well-researched opinions, memoranda, and other legal documents.
- Gather evidence and documents from courthouse, and prosecutor’s offices.
- Attend court sessions to hear oral negotiations and arguments.
- Keep informed of changes in the law.

HIRING PROCESS

1. Apply at the Job Bank on UT Law – Simplicity (law-utexas-csm.symplicity.com)
2. Response is within one week.
3. Start date varies.