

LAW CLERK

The City of Boston Law Department is located at City Hall in downtown Boston. The Law Department represents the City of Boston and its employees in state and federal court. The Law Department offers unpaid law clerk positions during the academic and non-academic year. Law students who are considered for positions at the Law Department must have completed their first year of coursework. While residency in the City of Boston is preferable, non-City residents will also be considered for the law clerk position. The Law Department is an equal opportunity employer. Minority students are encouraged to apply.

Law clerks are exposed to two areas of the Law Department – litigation services and government services. Litigation assignments touch upon every aspect of civil defense litigation including research, drafting pleadings, investigating claims, discovery requests/responses, attending hearings, depositions, mediations, and more. Typical lawsuits range from c. 84 (pot holes) and c. 258 claims (Mass. Tort Claims Act), to civil rights violations, discrimination, and class action suits. Government services assignments are more in line with providing in-house counseling to all City employees and departments on any legal matters that may arise, with exposure to contracts, construction, property and zoning litigation. You will have the opportunity to look into zoning matters, affirmative recovery, housing issues, and City ordinances in a variety of research and litigation-related formats. Law clerks hired for part-time positions are required to work a minimum of 15 hours/week and a maximum of 20 hours/week. Students hired for full-time positions are required to work a minimum/maximum of 35 hours/week.

Positions are currently available for the spring semester, beginning Monday, January 9, 2012 until May. To be considered for a position, please send your résumé, cover letter, writing sample, and current school-generated transcript to the address below by **November 25, 2011**. Incomplete applications **will not** be considered, nor will student-generated transcripts. For information as to current availability, please contact:

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