

**JOB ANNOUNCEMENT
RAMSEY COUNTY ATTORNEY'S OFFICE
2020 1L SUMMER LAW CLERKS**

The Ramsey County Attorney's Office will be recruiting approximately six, first year law students from local law schools for its Summer Law Clerk Program. Law clerk placement will be in one of the following divisions: Civil; Human Services Legal; Juvenile; Pretrial Justice; Trial; and Victim, Witness and Postconviction Justice. There is no guarantee of placement in a specific division.

The Ramsey County Attorney's Office hires student law clerks who have a genuine interest in public law practice. The office is strongly committed to creating a workplace that reflects the diversity of the population it serves.

QUALIFICATIONS:

- First year law school student
- Eligibility to become a Certified Student Attorney

DUTIES:

All duties are carried out under the supervision of Assistant Ramsey County Attorneys. Duties include appearing on behalf of the Ramsey County Attorney in court proceedings, performing legal research and writing, interviewing witnesses, assisting attorneys in case preparations, and other duties as assigned.

STARTING SALARY: \$19.79 per hour, paid bi-weekly

HOURS AND DURATION:

40 hours per week for 10 weeks beginning in June 2020 and ending in August 2020*

TERM OF EMPLOYMENT:

This is a temporary unclassified position, and it does not include benefits.

If the position requires court appearances, employment may terminate if a law clerk becomes ineligible to appear in court. Employment of summer law clerks will terminate after the summer program.*

**Summer law clerks may be considered for regular law clerk positions that become available at the beginning of the academic year in the fall of 2020.*

APPLICATION INFORMATION:

To apply for a 1L summer law clerk position, please submit a letter of interest, resume, unofficial transcript, list of three professional references, and a writing sample to RCAO hiring@ramseycounty.us by February 14, 2020.

ADDITIONAL INFORMATION ABOUT THE RAMSEY COUNTY ATTORNEY'S OFFICE:

<https://www.ramseycounty.us/your-government/leadership/county-attorneys-office>