

## **SEEKING PART-TIME LAW CLERK**

Interested candidates should be dynamic, motivated, self-starting second- or third-year law students that desire to be part of a growing, small boutique law firm that offers a high level of service to individuals, families, and businesses in a wide variety of practice areas.

Qualified candidates will possess the following skills:

- Well-developed legal research and writing skills
- Eagerness to learn and receive feedback
- Highly organized, great attention to detail, and very efficient
- Ability to handle confidential and sensitive information
- Capacity to analyze, evaluate, and interpret information objectively and systematically to form reasoned judgements
- Strong communication skills (speaking, reading, writing, and listening)
- Proficiency in using basic computer software (Word, Excel, Adobe PDF)
- Excellent typing, spelling, proofreading, and grammar skills
- Exceptional time management skills
- Capacity for embracing change and technology
- Ability to take instruction and work independently

Duties include, but are not limited to:

- Conducting legal research and analysis to assist in the development of legal arguments, strategies, and positioning
- Drafting pleadings, motions, briefs, affidavits, and other documents
- Filing legal documents with various courts and agencies
- Collaboratively assisting in the preparation of or review of discovery
- Aiding in trial preparation
- Attending meetings, hearings, depositions, and other events as available
- Performing other duties as assigned

Benefits/Compensation:

- Pay range: \$18 to \$25 an hour; compensation will be based on level of experience.
- Position: In-office; Part-time only (20 hours maximum); work from home is not available
- Flexible scheduling; Monday – Thursday, 7:30 am – 6:00 pm; Fridays optional
- Professional development assistance

Prior experience working in a law firm is preferred but is not required. Carrillo Law, LLC is an equal opportunity employer. Interested candidates should send a cover letter with their desired compensation, resume and writing sample to [sandra@carrillolawllc.com](mailto:sandra@carrillolawllc.com).