

LAW CLERK

The City of Boston Law Department is located at City Hall in downtown Boston, and represents the City of Boston and its employees in state and federal court. The Law Department employs law clerks during the academic and non-academic year. Law students who have completed their first year of coursework will be considered for positions with the Law Department. 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, and 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 City employees and departments, with limited 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. Please note that positions are **unpaid**.

Law clerks must be available to start the week of September 14, 2009 and continue through the end of November/beginning of December. All applications must be received by **Friday, September 4, 2009**. Please send your résumé, cover letter, writing sample, and current school-generated transcript to the address below. Please note that incomplete applications **will not** be considered, nor will student-generated transcripts. If you have any questions, please contact:

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