

## Work Study Job Description

<b>Job Title:</b>	Legal Intern
<b>Organization Name:</b>	Sound Family Law, PLLC
<b>Location:</b>	Northgate
<b>Pay Rate:</b>	17 - 27 / hour
<b>Employment Period:</b>	Summer
<b>Hours Per Week:</b>	Up to 40 hours per week (Summer)
<b>Contact Supervisor:</b>	Stacie Naczelnik
<b>Phone Number:</b>	4256869795
<b>Email Address:</b>	stacie@soundfamilylaw.com
<b>Website:</b>	www.soundfamilylaw.com
<b>Street Address:</b>	2150 N. 107th St., Suite 440
<b>City:</b>	Seattle
<b>State:</b>	WA
<b>Zipcode:</b>	98133

### NATURE OF ORGANIZATION

Sound Family Law is a two-attorney law practice that provides low bono legal services in the areas of family law, protection orders, and estate planning. Many of our clients are low- to moderate-income. Our cases often deal with issues involving domestic violence, mental health, and/or substance abuse. We provide both full representation and unbundled services to our clients. We strongly believe that everyone should have access to justice.

### DUTIES AND RESPONSIBILITIES

- Conduct basic intake with potential clients and schedule consultations. - Manage client files, to include opening, maintaining, and closing cases. - Drafting and editing of legal correspondence and pleadings. - Prepare pleadings for motions hearings and binders for trials. - Perform basic administrative tasks to keep office running smoothly. - There will likely be opportunities to run client consultation and participate in mediation, hearings, and/or trials.

### MINIMUM QUALIFICATIONS

- Completed second year of law school or have similar experience. - Ability to multitask and prioritize deadlines. - Ability to operate office equipment, such as scanners, printers, telephones, etc. - Knowledge of Windows operating systems and Microsoft Office products. - Ability to prioritize and multitask. - Excellent written and verbal communication skills. - Strong attention to detail. - Strong organizational skills Many of our clients deal with issues of domestic violence, substance abuse, and/or mental health, so it is important for you to be compassionate, have client-management skills, and be committed to help create access to justice. We can be flexible with scheduling and hours, but we do need someone who is dependable, trustworthy, and reliable; and,

you need to be able to keep our client's information confidential While there is flexibility, we need to know that the assistant will be there when they say they will be and will follow through on all job assignments in a timely manner.

### **EDUCATIONAL BENEFITS**

The legal internship position has a lot of potential for learning what it would be like to be a family law attorney, but the actual experience opportunities will depend on the student and the nature of our cases during the summer. The student will experience working on pieces of cases, but will also be the primary contact-person for specific cases. They will also have the opportunity to attend (at least) 1-2 hearings, trials, or meditations during the summer, with the possibility of arguing one of the cases (if Rule 9). The student will learn about how to file pleadings in both King and Snohomish Counties, including the filing deadlines and requirements in each county. They will also conduct legal research, and edit and draft pleadings, memos, and briefs. The student will get the opportunity to learn the "behind-the scenes" part of running a law practice, which is something that many attorneys often don't get the opportunity to do. The student will also have direct-contact with clients, opposing parties, and other attorneys, which will help the student develop client counseling and legal communication skills. They will also learn the ins and outs of managing case files and calendars.

### **HOW TO APPLY**

Please provide a resume (1 page) and a cover letter. Please limit the cover letter to 1-2 pages (the shorter the better). In your cover letter, please describe an experience in which you handled conflict with someone and share your opinion on the importance of incorporating social justice values in the workplace. This job requires you to be organized and able to communicate clearly, so we will be looking to the cover letter for these skills. Please don't use your cover letter to restate your resume.