

JOB DESCRIPTION

Municipalities are vital to the lives of most Texans. Cities provide for the public health, safety, welfare, transportation, utilities, and recreation. Our firm empowers those cities with effective, efficient legal services.

The Bojorquez Law Firm is seeking a law clerk to work closely with our attorneys in our Austin location. The ideal candidate will possess strong academic credentials, an enthusiastic work ethic, and an interest in serving local governments.

Ours is a boutique municipal law firm focused on providing top-tier service to local governments across Texas. Since our founding in 2002, the firm has represented over 175 cities (home-rule/general-law, large/small, urban/rural). Members of the firm enjoy a plethora of networking opportunities due to the extensive amount of leadership positions members of the firm hold in professional organizations.

A clerkship will provide law clerks with the opportunity to gain experience in municipal law, real estate law, employment law, litigation, and other areas. Clerks are often given an opportunity to attend city council meetings and municipal court.

Our firm prides itself on a congenial atmosphere.

RESPONSIBILITIES & DUTIES

- Standard office hours required
- Legal Research with assigned Attorneys
- Draft and Edit Legal Documents
- Assist with organizing Legal Projects
- Assist with Office Admin (as needed)
- General office clerical tasks & housekeeping

QUALIFICATIONS & SKILLS

- First- or second- year law student
- Basic understanding of law, court procedures, and court systems
- Exceptional verbal and written communication skills
- Superior research and analytical skills
- Excellent interpersonal skills in a variety of situations
- Strong work ethic
- Proficient in Microsoft Office Suite and Adobe

Other

Job Type: Temporary - Summer

- Session I Clerkship: June 1, 2023 to July 14, 2023
- Session II Clerkship: July 17, 2023 to August 25, 2023

Pay: Dependent on Qualifications