

## **JOB DESCRIPTION**

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.

The Bojorquez Law Firm 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 and general-law, large and small, urban and rural).

A clerkship at the Bojorquez Law Firm will provide law clerks with the opportunity to gain experience in municipal law, real estate law, employment law, litigation, and other areas. Additionally, members of the Bojorquez Law Firm enjoy a plethora of networking opportunities due to the extensive amount of leadership positions members of the firm hold in professional organizations. Clerks are often given an opportunity to attend board and commissions meetings, city council meetings, and municipal court.

The Bojorquez Law 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 3, 2024 to July 12, 2024
- Session II Clerkship: July 15, 2024 to August 23, 2024

Pay: Dependent on Qualifications