
INTRODUCTION

Taking Care of Texas One Town at a Time: Most Texans live in cities. Cities exist to provide for the public's health, safety and welfare. These local democracies provide structure and order for communities so people can live, work, and play together. We are legal advisors and advocates for cities. *We empower cities.*

JOB DESCRIPTION

The Bojorquez Law Firm is seeking a fall *part-time* 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.

We are 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 180 cities (home-rule/general-law, large/small, urban/rural).

A clerkship at our firm provides clerks with the opportunity to gain experience in municipal law, real estate law, employment law, litigation, and other areas. Additionally, members of the firm enjoy a plethora of networking opportunities due to the extensive leadership positions we hold in professional organizations. Clerks are often given an opportunity to attend board and commissions meetings, 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

- A passion for Public Service coupled with the flexibility of Private Practice
- Second- or Third- 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 / Part-time – Fall

- Clerkship: August 2024 to December 2024

Pay: \$35/hourly