

Law Department Intern

Role and Responsibilities:

- Assist in legal research
- Court observation and note taking
- Participation in Legal Case Review
- Phone calls and ensuring proper documentation
- Assist in filing and organization
- Strict confidentiality

Qualifications and Education Requirements:

Must be an enrolled Junior or Senior in College or in Law school at the time of application. Must have an interest in law.

Specific Majors, coursework or backgrounds that would be helpful to this work:

Criminal Justice, Law

Preferred Skills:

- Computer and research skills
- Writing skills
- Communication skills
- Logic and reasoning skills
- Maturity and confidence.

Department: Law Department

Location: Putnam County Law Department
48 Gleneida Avenue
Carmel, NY 10512

Hourly Rate:

High School Student	\$11
College Student	\$12
Graduate Student	\$13

Schedule: 28 hours/week for 8 weeks

