

**SAINT PAUL CITY ATTORNEY'S OFFICE
PART-TIME YEAR ROUND LAW CLERK**

\$19.03 per hour

The Saint Paul City Attorney's Office is accepting applications for a part-time law clerk in its Civil Litigation Division. This position requires 20 hours of work per week. This is not a summer clerkship. Persons applying for this position must be available to work 20 hours per week throughout the year.

Duties include: Legal research and writing, drafting memoranda, document preparation, and other general clerking duties are also expected.

Qualifications: All candidates must have completed at least one year of law school and have strong research and writing skills. We are looking for law students who expect to graduate in 2017 or later. We are looking for an individual who has excellent academic credentials, strong analytical and communication skills, and a demonstrated potential for public service. Proficiency in the use of Westlaw and/or other computer-assisted research programs is required. Completion of a clinical or other practical skills course is also desired.

**APPLICATION MUST BE RECEIVED NO LATER THAN:
May 19, 2016, BY 4:30 p.m.**

Send an original and two (2) copies of the following: Cover Letter, Resume with References, Writing Sample & Law School Transcript to:

**Portia Hampton-Flowers
Deputy City Attorney
750 City Hall & Court House
15 West Kellogg Boulevard
Saint Paul, MN 55102
(No calls please)**

Interviews for this position will take place on May 24 - 25, 2016.

Additional Applicant Information

EEO/AA Employer: The City of Saint Paul is an equal opportunity/affirmative action employer. Veterans, women, persons of color, members of the LGBT community, and individuals with disabilities are strongly encouraged to apply.

Information about data you provide: The information you supply will be used to assess your qualifications for this position; to distinguish you from other applicants; and to contact you for an interview. The following information will be considered private data pursuant to the Minnesota Government Data Practices Act: your name, home/work/email address, and home phone number. If you are considered a finalist for an employment vacancy, your name, education, training, and previous work experience will become public data. Private data is available only to you and to other persons in the City who have a bona fide need for the data. Upon court order, data may be disclosed in legal proceedings. Public data is available to anyone requesting it and consists of all data not designated in this notice as private.

The City of Saint Paul is an Equal Opportunity Employer