

## **Paralegal/Legal Assistant Internship at the Frederick County Circuit Court in the Family Law Clinic**

The Family Law Clinic at the Frederick County Circuit Court offers unpaid internships for paralegal, legal studies, social work students, or individuals with paralegal/legal background interested in gaining Family Law Clinic experience while providing direct assistance to Attorneys in the Family Law Clinic.

The Family Law Clinic provides free legal assistance to unrepresented litigants with divorce, custody and child support legal issues.

Applicants must be reliable, motivated, professional, and committed to the internship. The internship position requires an ability to follow instructions, excellent organizational skills, attention to detail, ability to communicate effectively both verbally and in writing, and willingness to learn.

### **ESSENTIAL DUTIES AND JOB RESPONSIBILITIES**

- Checking litigants into the Family Law Clinic
- Managing litigant wait times and need for attention
- Reviewing Court Cases
- Perform intakes with litigants under the supervision of the staff attorney
- Additional tasks directed by the staff attorney, including but not limited to, assisting with discovery, legal research, drafting legal documents, providing community resources for litigants, and various administrative tasks required for the daily operation of the clinic.

### **QUALIFICATIONS AND REQUIREMENTS**

The qualifications/requirements, knowledge/skills/abilities and physical requirements or working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- High School graduation or the equivalent
- Applicants must pass the Maryland Judiciary background check.
- Applicants must be available to work for a minimum of two days per week, Monday through Friday, between 10 am and 3 pm. A minimum of four hours per day is required. No telework is offered.