



# Law Clerk

## Volunteer Position Description

### *Position & Responsibilities*

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#### **Role Summary**

The Tubman Law Clerk assists the legal department with family law and order for protection cases, including screening prospective legal clients, drafting pleadings, trial preparation, legal research and writing.

#### **Impact & Benefits**

- Assist the legal department in providing quality legal services for low-income clients
- Gain experience in family law and domestic abuse issues with a diverse groups of clients and those with limited access to services
- Gain experience at an intersection of the nonprofit and legal services fields
- Potential for client representation in court as a certified student attorney

#### **Position Responsibilities**

- Complete client intake screenings
- Assist staff attorneys with trial preparation and drafting pleadings
- Assist staff attorneys with legal research and writing
- Collaborate and communicate with legal team to complete other assigned tasks

### *Qualifications & Expectations*

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#### **Position Qualifications**

- Rising 2L or 3L law student or recent law graduate
- Understanding of the dynamics of domestic abuse and family violence
- Demonstrated ability to conduct competent legal research and writing
- Ability and willingness to listen actively and respond appropriately to clients
- Ability to work with diverse teams and clients to foster a culturally inclusive environment
- Ability to work under pressure and to maintain confidentiality

#### **Supervision & Training**

- Summer: 20 hours per week to end of August (training starts May 17); School year: 15-20 hours/week
- Attend Tubman's five-part Volunteer/Intern Orientation and Training series
- The Law Clerk is supervised by the Tubman Senior Staff Attorney

### *Organization*

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Tubman offers safety, hope, and healing to people of all ages, genders, and cultural backgrounds who are facing relationship violence, sexual assault, exploitation, homelessness, addiction, mental health challenges, or other forms of trauma. We provide safe shelter and housing, legal services, mental and chemical health services, youth programs, and more. [www.tubman.org](http://www.tubman.org)

Black, Indigenous, and people of color, multilingual speakers, people of all gender identities, people with disabilities, and veterans are all encouraged to apply.