



Internship Opportunity

Internship Position Title	Legal File Clerk Internship
Organization Name	Law Office of Pamela J. Brown-McGill
Organization Background	Legal Industry-Attorney
Internship Responsibilities and Activities	Update Client files-Electronic/Paper Files; Updated Legal Manuals; Conduct Entry Level Legal Research
Minimum Qualifications	Completed Coursework in Office Filing Systems, Entry-level Coursework in doing any type of research, with a preference for legal research. Looking for someone with ability to catch on quickly, take good notes, ask questions and work independently once instruction has been provided.
Training, Supervision and Mentorship	Atty will train intern in setting up, organizing and maintaining client files, as it specifically relates to the legal industry; Atty will also train and provide opportunities for intern to practice research skills.
Learning Objectives	Learn to set up legal client files independently, organize and maintain client files, conduct relevant and substantial legal research; and depending on the students capabilities and interest could also practice client intake/interviewing skills.
Desired Hours Per Week	10 - 15
Compensation	Unpaid internship for academic credit. Student will enroll in Cooperative Education 100 or Cooperative Education 150
Time Period	Fall 2020



If you are interested in this internship, please contact:
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