



# City of Everett

## **ANNOUNCES EMPLOYMENT OPPORTUNITY**

**LEGAL DEPARTMENT: LEGAL INTERN CRIMINAL DIVISION  
\$16.50/hour  
Seasonal Position**

The City of Everett Legal Department is currently accepting applications for a legal intern for the summer and 2018-2019 law school year. **This employment is temporary (for a second year law student (2L) until graduation).** This position is not provided with City of Everett benefits.

### **NATURE OF WORK**

Under the direction of the Lead City Prosecuting Attorney, the Legal Intern will perform a wide variety of legal duties. Typical duties include regularly appearing in court, preparing files for court appearances, researching and writing memoranda for attorneys, arguing motions. The Legal Intern, with appropriate supervision, will prepare and participate in jail calendars, and out-of-custody arraignment calendars. The Legal Intern will review files for probable cause. He or she will prepare for and participate in trials. The Legal Intern will have other courtroom and non-courtroom responsibilities as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to engage in the limited practice of law as a Licensed Legal Intern, Admission and Practice Rule 9.
- Completion of second year of law school.
- Completion of a Rules of Evidence course.
- Engagement in moot court or trial advocacy preferred.
- Work independently after a training period.
- Successful completion of a background check, including fingerprinting.

### **WORKING CONDITIONS**

- During the summer months, this is potentially a full-time position. During the school year, the expectation is two-to-three days per week (69 total hours per month).

### **APPLICATION PROCEDURES**

Application materials may be accessed via <http://www.everettwa.gov/careers>. Completed applications must be submitted through the City's online application system to be considered. **LATE, INCOMPLETE, FAXED, OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED**

**Position opens: March 27, 2018**

**Position closes: Open Until Filled  
L18013**

The statements contained in this job description reflect general details as necessary to describe the principal functions of work, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load. Regular and reliable attendance is an essential responsibility of each employee, and the ability to work regularly is a requirement for continued employment.