

Law Clerk Job Description

The San Diego office of Murphy Jones APC seeks an energetic and organized practice assistant/intern/law clerk with a desire to work in a firm prior to passing the Bar with the anticipation that the employee would transition into an Full Time employee. The position assists Partners and staff with our busy legal practice focused on professional license defense proceedings in various industries, business development activities, and practice management responsibilities. The ideal candidate will be an innovative and strategic problem solver and an active team player prepared to join a dynamic team environment. Responsibilities include: preparation and organization of case files; calendar management; coordination of travel and meeting arrangements; time entry; file maintenance; trial exhibits preparation, drafting substantive legal documents, processing payments and handling accounts receivable to ensure timely billing and payments. Apple computer experience preferred. Strong knowledge of MS Word, Adobe Acrobat, and PowerPoint (Microsoft Office Suite programs), and excellent grammar and proofreading are also essential. Hours are Monday-Friday, 9:00 a.m.- 5:30 p.m. Competitive salary and benefits available if no course credit is being given for the internship. Please include cover letter, transcripts, salary history (if seeking monetary compensation), and a writing sample when submitting your resume.

The substantive legal services duties include, but are not limited to, interacting with clientele, documenting potential clients intake information, preparation of case files (electronic and hardcopy), document review/organization/preservation, trial exhibits preparation, drafting substantive legal documents, processing payments and handling accounts receivable to ensure timely billing and payments. Office administrative tasks include, but are not limited to, ensuring office supplies inventory and ordering new materials as needed, calendaring pertinent meetings/activities/deadlines and ensuring attorneys attendance/compliance, sending mailings with accurate postage, organizing office, documenting and refining office systems and procedures to streamline case activities and increase efficiency, generating automated forms, website maintenance and blogging.