



The Legal Aid Society  
EMPLOYMENT LAW CENTER

## **Position Announcement: SEMESTER LAW CLERK**

The Legal Aid Society – Employment Law Center has part time Fall 2008 and Spring 2009 semester positions available. Central to its mission is the education and training of law students interested in the practice of public interest law.

The LAS-ELC seeks to protect and expand the rights of low income workers, utilizing an array of strategies including impact litigation, direct services, legislative advocacy, and policy work. Our docket covers a wide range of law reform and impact cases in the areas of discrimination on the basis of race, gender, disability, national origin and citizenship, and our direct services program provides advice, counsel and limited representation to hundreds of workers each year on a broad range of legal issues affecting California workers. Interested individuals can find more information about LAS-ELC programs and projects on our website, [www.las-etc.org](http://www.las-etc.org).

Assigned to one or two attorneys, students are primarily responsible for legal research and writing on current and potential cases. Assignments may include litigation memos, pleadings, and collaborative briefs and motions. In addition, tasks related to discovery (deposition preparation, attendance and summarization; witness interviews; propounding and responding to interrogatories) and trial preparation may also be assigned. Students assigned to the Community Legal Services group will participate actively in Workers' Rights Clinics, research legal issues arising in the clinics, and write the clinic manual. Law clerks may participate in bi-weekly litigation meetings and are considered part of the litigation team for cases to which they are assigned.

## **THE APPLICATION PROCESS**

Semester clerkships of 15-20 hours per week are available to students in their second or third year. The LAS-ELC actively seeks diversity and welcomes the applications of students from every racial, ethnic and cultural background. Applicants with bi- and multi-lingual capabilities are gladly received. An effort is made to assign each clerk to work in areas of interest to them, and with attorneys whose supervision style will be most effective for the individual. The LAS-ELC values the contribution of law clerks and strives to provide a rewarding experience for each student.

Equal Justice America funding is currently available for Hastings and Boalt students. Alternatively, law clerks may be funded by work/study at \$16/hour or through other grants. Students may also work as externs for clinical credit under programs offered by their law schools.

To apply, include the following:

- Cover letter detailing your interest in the LAS-ELC
- Current resume
- Legal writing sample
- Transcript

Three references with telephone numbers

Send to: [ctodd@las-etc.org](mailto:ctodd@las-etc.org)

Human Resources  
Employment Law Center  
The Legal Aid Society – Employment Law Center  
600 Harrison Street, Suite 120  
San Francisco, CA 94103  
Fax 415 864-8199

The Legal Aid Society-Employment Law center is an equal employment opportunity employer and will not discriminate on the basis of race, color, religious creed, sex (including pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, veteran status, marital status, sexual orientation, gender identity (including transgender status), weight, height, linguistic characteristics (such as accent and limited English proficiency, where not substantially job-related), citizenship status, or any other basis prohibited by law. LAS-ELC also prohibits discrimination based on a perception that an individual has any of the characteristics of the protected classes of race, color, religious creed, national origin, ancestry, sex, age, mental disability, physical disability, medical condition, marital status, or sexual orientation, and further prohibits discrimination against an individual who is associated with a person who has, or is perceived to have, any of those characteristics. The LAS-ELC will also make reasonable accommodation with for disabled applicants and employees, unless such accommodation would result in undue hardship. Applicants with disabilities may request accommodations by contacting the Vice President for Administration or her designee. This policy applies to all aspects of employment, including recruitment, selection, advancement, compensation, training, discipline, and termination.

