

**UDSL JOB VACANCIES
PART TIME SCHOOL YEAR & PT/FT SUMMER**

Class Yea	Position	Respond to	City/State	Job Description	Posting Date	Deadline
2L/3L	Volunteer Interns	<p>Mr. Daniel P. Driscoll Criminal Chief/Special Projects Clark County Prosecutor's Office 50 E. Columbia Street, Suite 449 Springfield, Ohio 45501</p> <p>www.clarkcountyohio.gov/</p>	Springfield, Ohio	<p>Volunteer Legal Intern: Assist Attorneys in preparing discovery, legal research, interviewing witnesses, drafting briefs and preparing for trial. Applicants should submit cover letter, resume and writing sample (10 pgs. max)</p>	8/28/17	12/15/2017
2L/3L	Law Clerk	<p>Mr. Craig T. Matthews Senior Attorney Craig T. Matthews & Associates, LPA 320 Regency Ridge Drive Centerville, Ohio 45459</p>	Centerville, OH	<p>Law clerk: Under an A-V Preeminent rated mentor: conduct research, draft pleadings and documents, and actively participate in highly successful litigation practice. Hiring Criteria: Strong research and writing skills, top 50% of class is preferred. Ability to ask questions, think outside of the box, and work as a team is essential. Applicants should submit cover letter, resume, law school transcript, references and writing sample (20 pgs. max) directly to firm. Salary: \$16.00/hour Immediate Start Date</p>	11/15/17	12/18/2017 Submit materials ASAP

2L/3L	Citizen Services Clerk	Ms. Kristina M. Coen Staff Attorney Montgomery County Juvenile Court Office of Citizen Services 380 West Second Street Dayton, Ohio 45422	Dayton, Ohio	Citizen Services Clerk: As an offshoot of the Juvenile Court Clerk’s Office, our office assists pro se litigants in representing themselves in matters such as establishing paternity, visitation, support, and custody of minor children, as well as modifying existing orders. We accomplish this by: distributing and reviewing the appropriate forms, motions, and complaints; explaining the available options; and assisting with preparation for judicial proceedings. Interns will gain valuable experience in meeting one on one with pro se litigants, ascertaining their needs, and discussing the available legal remedies. Interest in juvenile or family law Able to work in a fast paced environment Customer service oriented We’re looking for a law student who is passionate about helping people. This is a fast-paced, public interest position. Interns will gain valuable experience in meeting one on one with <i>pro se</i> litigants, ascertaining their needs, and discussing the available legal remedies. Additionally, he or she would have the opportunity to network with our Judges, Magistrates, and other Juvenile Court staff members, as well as the opportunity to observe juvenile court hearings as time / volume allow. Flexible working hours. Court office hours M-F 8:30 a.m. – 4:30 p.m. Legal Pro Bono hours. Applicants should submit cover letter and resume via email to Kristina M. Coen at Kcoen@mcjcoho.org Salary: unpaid	11/28/2017	12/28/2017 Apply ASAP Starting Date: Spring semester
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3L	Volunteer Interns	<p>Ms. Kay Locke Managing Attorney, Juvenile Division Law Office of the Montgomery County Public Defender 117 South Main Street 4th Floor Dayton, Ohio 45422</p> <p>www.mcoho.org/government/courts/public_defender</p>	Dayton, Ohio	<p>Volunteer Intern: for Defense Representation of Juveniles. Require Intern's license from the Ohio Supreme Court. Applicants should submit cover letter and resume via email to: Ms. Locke at lockek@mcoho.org Benefits: Paid parking and invaluable experience!</p>	8/28/17	12/30/2017
2L/3L	Internship	<p>Mr. David D. Hayes Attorney Office of the Greene County Prosecuting Attorney 61 Greene Street Suite 200 Xenia, Ohio 45385</p> <p>www.co.greene.oh.us/Prosecutor/default.asp</p>	Xenia, Ohio	<p>Internship: Part time, unpaid internship opportunity with Greene County Prosecuting Attorney's Office. Interns will have the opportunity to work with criminal and civil division attorneys in fast-paced, litigation focused, and deadline driven environment. Tasks will include writing briefs and legal opinions in preparation for litigation in felony criminal proceedings. In addition, interns will be expected to observe numerous court proceedings including trials, motions to suppress, plea hearings, and sentencing hearings. Interns who have obtained their legal interns license will have the opportunity to handle court proceedings. Civil Division interns will work with attorneys on Criminal/Civil Appeals and will write briefs and legal opinions regarding differing aspects of local government. Possible topics include zoning and elections law. Applicants are expected to have exceptional communication skills and must be available for a face-to-face interview. Applicants are expected to have completed courses in criminal law, criminal procedure, and evidence. Applicants will submit a cover letter, resume and writing sample no longer than 5 pages. First year law students will not be considered. Applicants are strongly encouraged to e-mail all required documents to David Hayes: dhayes@co.greene.oh.us Salary: Unpaid</p>	8/30/17	12/30/2017

2L	Summer Law Clerk	Diana Flint Court Administrator Warren County Domestic Relations Court 500 Justice Drive Lebanon, OH 45036	Lebanon, Ohio	<p style="text-align: center;">LAW CLERK POSITION</p> <p style="text-align: center;">WARREN COUNTY DOMESTIC RELATIONS COURT</p> <p>POSITION: Law Clerk</p> <p>JOB DESCRIPTION: This is a fulltime summer law clerk/part-time school year law clerk to Judge Jeff Kirby. The position will introduce law clerk to all aspects of domestic relations practice. The law clerk will mainly be working with Judge Kirby on decisions regarding objections to Magistrates' Decisions. The clerk will need to be strong in research, writing, and trial preparation. The clerk will do hands-on work drafting opinions with Judge Kirby.</p> <p>REQUIREMENTS: This job is fulltime (40 hours per week) from about mid-May (or when school is out) to about mid-August (or until school resumes). It will then be one day a week during the school term. This job is for students who will be in their third year of law school beginning in fall of 2018.</p> <p>APPLICATIONS: Applicants should submit cover letter, resume and law school transcript, if available. Please indicate class rank on resume and/or cover letter, if available.</p> <p>INTERVIEWS: Interviews will be scheduled on a case-by-case basis.</p> <p>SALARY: \$13.90/hour</p> <p>REPLY TO: Diana Flint, Court Administrator Warren County Domestic Relations Court 500 Justice Drive Lebanon, OH 45036</p> <p>Diana.flint@co.warren.oh.us</p>	11/16/17	2/16/2018
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2L/3L	Internship/ Externship	<p>Ms. Karen Clift Personnel, Payroll and Benefits Officer Montgomery County Prosecutor's Office 301 West third Street P.O. Box 972 Dayton, Ohio 45422</p> <p>www.mcoho.org</p>	Dayton, Ohio	<p>Intern or Extern: If you are a law student who is interested in applying to be an intern or extern with our office, please submit a cover letter, resume, and a list of three references to: Ms. Karen Clift: cliftk@mcoho.org Ohio Certification as a Legal intern is a plus. Cover letter should indicate why applicant is interested in volunteering at our office, dates applicant is available, and best way to contact applicant. Successful applicants will be assigned either to our Criminal, Appellate, juvenile, or Civil Division.</p> <p>Salary: Volunteer/Extern Course Credit</p>	9/20/17	5/01/2018
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