

**Open Position(s):****Law Clerks, Summer 2018**

The Office of the General Counsel for the Shelby County Board of Education is currently seeking 2-4 Law Clerks. Shelby County Board of Education is Tennessee's largest school district and one of the Nation's 25 largest public school districts. It is Memphis's second largest employer and serves over 100,000 students. The Office of General Counsel handles all legal matters for the school district, including contracts, tort liability, employment law, civil rights, education law, disability law and special education matters, student rights, local government/municipal law, and general commercial law.

Responsibilities:

Law Clerks will be exposed to legal issues at the forefront of urban education reform and challenges facing large governmental organizations. Law Clerks will be expected to assist the office by providing legal research; drafting memoranda, pleadings, and correspondence; preparing for trial or hearing; reviewing and drafting district policies and manuals; developing district training materials; and assisting in other legal matters relevant to the operations of a public school system.

Summer work may also include the opportunity to attend court or administrative proceedings, school board and committee meetings, internal district meetings, and staff trainings. Tasks and opportunities will be determined by clerk interest and the needs of the office, as well as the nature of active matters.

Requirements:

The office is open to both full and part time (20 hours) Law Clerks who can commit to consistent availability for at least a 6-week period between May 14 and August 3, 2018.

The ideal candidate will also have strong research, writing, problem-solving and analytical abilities, an eagerness to learn, and an interest in and a passion for education reform. He/she must be a team player but also be able to work independently. Excellent interpersonal and verbal communication skills are a must, as well as attention to detail. The successful candidate must be currently enrolled in an accredited law school and have completed their second year of law school. Exceptional rising 2L candidates with prior relevant experience will also be considered and recent graduates are also welcome to apply.

Application:

Please submit a resume, cover letter, and a brief writing sample of no more than 10 pages. Letters of recommendation are welcome, but not required. Review of applications will begin immediately.

All materials must be received by March 21, 2018.

The Shelby County Board of Education is an equal opportunity employer and actively encourages applications from people of all backgrounds.