

NOTICE OF RECRUITMENT OFFICE OF THE CITY ATTORNEY, CITY OF OAKLAND SUMMER LAW CLERKS – 2020

The Oakland City Attorney's Office will be accepting applications beginning December 1, 2019 from law students for full-time and part-time summer Law Clerk positions. We also accept applications for clinical semesters and volunteer fall and spring Law Clerks.

The Oakland City Attorney's Office provides legal representation and advice to the City's agencies, departments, Mayor, City Administrator, City Council, and City boards and commissions. The Office also defends the City in litigation, files actions on the City's behalf and handles writ petitions and appeals. Law Clerks will be assigned to work on litigation, advisory and transactional matters of City-wide importance, based on their interests and experience, and the Office's needs. The Office also accepts Law Clerks for the Community Lawyering & Civil Rights (CLCR) Unit. This Unit works to secure social, economic, and environmental justice for all Oakland residents through high-impact litigation and policy initiatives.

Litigation matters may include cases in State and Federal court involving civil rights claims, personal injury, land use and planning issues, contract disputes, and employment claims. Advisory and transactional matters may include labor relations, employment law, civil rights, constitutional law, land use and planning, municipal finance and taxation, real estate, copyright, election law, as well as other areas of municipal law.

The City Attorney's Office seeks to attract law clerks of exceptional ability and talent from all walks of life. The City Attorney fosters a diverse and inclusive work environment, where people of all backgrounds and experiences may reach their full potential.

Interested Summer Law Clerks should e-mail a cover letter, resume, one writing sample and three references to Shavonda Early at searly@oaklandcityattorney.org. Applicants interested in the CLCR Unit should send the same materials to civilrights@oaklandcityattorney.org. Applications will be accepted and reviewed until **Wednesday, January 15, 2020**. No prior municipal law experience is required.

Please note that the summer Law Clerk positions are full-time (37.5 hours per week). However, a part-time schedule may be approved. **Due to budget constraints, these positions are available only on a work-study, volunteer or academic credit basis.** Fall and spring Law Clerk positions are part-time and may be staffed on a volunteer or academic credit basis. We do not have a minimum time commitment for our Law Clerks, but do request reasonable notice of departure.