

The City of San Mateo invites applications for the position of:

Position: Legal Clerk Intern - San Mateo City Attorney's Office

Salary: Unpaid

Job Type: Internship

Location: San Mateo City Attorney's Office
55 West 3rd Ave., San Mateo, CA 94402

Hours: Flexible schedule

Application: An official City of San Mateo employment application **and** supplemental questionnaire is required.

Closing Date: May 15, 2024 or upon receipt of the first 100 applications **and** supplemental questionnaires

THE POSITION: Assist staff attorneys in providing a wide range of professional legal services to City departments, City Council, and various boards and commissions.

MINIMUM QUALIFICATIONS:

- Law School Student

TYPICAL ASSIGNMENTS: The primary projects will most likely include the following:

- Perform legal research and prepare memos on various legal issues for City departments, the City Council, and various boards and commissions.
- Assist with preparing and drafting ordinances, resolutions, administrative policies, contracts, deeds, leases and other legal documents and instruments; assist with reviewing such documents and offering opinions regarding legal compliance when presented to the City for consideration by an outside agency.
- Assist with investigation of claims and complaints against the City and recommend action to be taken.
- Assist the attorneys with preparing cases for administrative hearings.
- Assist in responding to citizen complaints and requests for information.
- Assist attorneys acting as staff counsel to the Planning Commission, Personnel Board, and other boards and commissions.
- Assist in the preparation of cases for small claims court.

In addition, the intern may work on a variety of other projects depending upon their time and interests.

HOW TO APPLY: Interested candidates should submit an official City of San Mateo employment application **and** supplemental questionnaire by **May 15, 2024** on-line on **CalOpps.org**.

or

Submit an official City of San Mateo application **and** supplemental questionnaire by **May 15, 2024** to the City of San Mateo Human Resources Department, 330 W. 20th Avenue, San Mateo, CA 94403

The City of San Mateo is an equal employment opportunity employer.

SUPPLEMENTAL QUESTIONNAIRE: Please submit a cover letter discussing your interest and experience as they relate to this position.

For additional information, contact by e-mail at cityattorneysoffice@cityofsanmateo.org.