

CITY OF SCRANTON LAW DEPARTMENT INTERNSHIP II

Internship Function:

Through this internship in the Law Department of the City of Scranton, you will have the opportunity to observe and engage in nearly every level of the legal process from the drafting of legislation to its defense in Court. You will participate in a wide range of office activities and have the chance to join the City Solicitor in meetings with other City staff, community stakeholders, as well as accompanying the City Solicitor to and helping prepare for Court appearances. The intern will be under the general supervision of the City Solicitor.

Potential Duties and Responsibilities:

1. Perform legal research and create concise and comprehensive summaries for the City Solicitor's review;
2. Assist the City Solicitor in preparations for Court dates and other related meetings and appearances;
3. Process various legal documents, preparing them for transference to other attorneys, Courts, and elsewhere;
4. Plan, develop, and implement an Office data intake and processing system; and
5. Brief the Mayor on issues and research.

Skills & Background:

1. Interest in pursuing a career in law or a related field
2. Legal studies, public policy, communications, IT, and/or political science coursework.
3. Knowledge of federal, state, and local government, as well as the Justice system
4. Ability to accurately deal with difficult and sensitive situations.
5. Excellent communication skills (written and oral).
6. Proficient computer skills in Word, Excel, PowerPoint, and web applications.
7. Ability to problem solve and quickly pivot from task to task

Hours:

The intern will work a schedule of 20 hours per week (hours are negotiable).

To apply to this position, please email your resume and cover letter to City Solicitor Jessica Eskra at jeskra@scrantonpa.gov.