COPA LEGAL INTERN - UNPAID

MINIMUM QUALIFICATIONS: Must be a current law school student in good academic standing, enrolled in an accredited law school, with a minimum grade point average of 2.5 on 4.0 grading scale, a 3.5 on a 5.0 grading scale, or equivalent grading scale.

PREFERENCE:

Education: Law Student that is a candidate for a Juris Doctorate degree.

Knowledge of:

- Local, State and Federal laws, ordinances, statutes and court decisions relating to municipal operation.
- Evidence, Constitutional Law, and Civil & Criminal Procedure.
- Methods and techniques of legal research.

DUTIES: The COPA Legal Intern will be assigned to assist the Legal Unit’s attorneys on a variety of projects in conjunction with operational activities. This may include drafting legal memoranda, conducting legal research and analysis, and preparing responses to information requests received by the department (including responses to FOIA requests).

INSTRUCTIONS: Interested applicants must submit a cover letter and resume with the following attachments in order to be considered for the internship:

- Writing sample: 5-10 pages
- Law School Transcript
- Verification of Current Law School Enrollment

APPLICATION DEADLINE: Friday, April 14, 2017. Applications must be submitted by the individual applying. No second party applications may be accepted.

Please submit all documents via e-mail to Lydia L. Watts at lydia.watts@chicagocopa.org

Note: These are temporary positions and the number of available positions is limited.

All references to political sponsorship or recommendation must be omitted from any and all applications materials submitted for city employment. The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.