



## Town of Garner Legal Intern

<b>SALARY</b>	\$25.00 Hourly	<b>LOCATION</b>	Garner, NC
<b>JOB TYPE</b>	Seasonal	<b>JOB NUMBER</b>	2024-00010
<b>DEPARTMENT</b>	Legal	<b>OPENING DATE</b>	03/27/2024
<b>CLOSING DATE</b>	Continuous		

### Description

The Town of Garner is seeking students interested in public service, municipal law, and local government operations to participate in a summer internship program for law students.

The Town of Garner, one of the State's fastest-growing towns, is located in southeastern Wake County. Garner is close to Raleigh but still retains its small-town charm. The Town's Legal Department is committed to providing the Town of Garner and its public officials and employees with legal services of the highest quality so that the Town's business is conducted efficiently, effectively, and economically. Garner's motto is "A Great Place To Be" and this position is an excellent opportunity to grow and develop your legal skills and knowledge while making a significant contribution to this community.

The Town of Garner will offer a 10 to 12-week, paid summer internship program for a law student who has completed their first year (or the equivalent for part-time students) at an American Bar Association-accredited law school. This internship is available from mid-May 2024 through mid-August 2024. Applicants must be willing to work a minimum of 300 hours over the course of ten (10) to twelve (12) weeks (approximately 30 hours per week). The selected intern will earn \$25.00 per hour.

### Examples of Duties

The summer internship program will introduce the selected student to the practical experience of working in local government. The program will expose the intern to a variety of areas of law and practice such as planning, code enforcement, community development, real estate, construction, and contracts. The intern will have an opportunity to research and write regarding current and relevant legal issues; attend Town Council meetings and other legal proceedings; and present legal findings to Town Managers and Department Heads. The Town Attorney and Assistant Town Attorney are committed to providing guidance and feedback to provide a productive learning experience for the selected candidate.

### Minimum Qualifications

Applicants must:

- be currently enrolled at an American Bar Association-accredited law school; and
- have completed their first year of law school; and

- be available to work a minimum of 300 hours between mid-May 2024 and mid-August 2024. The work schedule would be approximately 30 hours per week over a ten to twelve-week period.

Applicants must attach:

- 1) a cover letter (including past government work experience and interest in municipal law and possible start and end dates for the internship),
- 2) a resume, and
- 3) a transcript.

## Additional Information

This position is open until filled and may close at any time.

The internship will be on-site at Garner Town Hall (900 7th Avenue).

Equal Opportunity Employer

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### Agency

Town of Garner

### Address

900 7th Avenue

Garner, North Carolina, 27529

### Phone

919-773-4415  
984-233-2515

### Website

<http://www.garnernc.gov/jobs>

## Legal Intern Supplemental Questionnaire

### \*QUESTION 1

Are you currently enrolled at an American Bar Association-accredited law school?

- Yes  
 No

### \*QUESTION 2

Will you have completed the first year of law school by mid-May 2024?

- Yes  
 No

### \*QUESTION 3

If selected, are you available to work a minimum of 300 hours between mid-May 2024 and mid-August 2024? The work schedule would be approximately 30 hours per week over a ten to twelve-week period.

- Yes  
 No

### \*QUESTION 4

Have you attached a cover letter, resume, and transcript?

- Yes

No

\* Required Question