

Fall 2024 Law Clerk Position – Expungement Program
Temporary position for Law Students only

Gulfcoast Legal Services invites law students with a strong interest in social justice advocacy and public interest to apply to our part-time fall clerk positions. The positions are based in Gulfcoast Legal Services' St. Petersburg Office and may involve travel as necessary to best serve clients who may qualify for assistance in sealing and/or expunging criminal records. The positions report to the Deputy Director of Special Projects.

Duties and Responsibilities:

- Performance of client service tasks assigned by attorneys and performed under their supervision.
- Helps to determine applicants' eligibility; schedules client appointments as needed for service unit; checks for client conflicts; enters client data into case management system as needed.
- Under attorney supervision, prepares witnesses and evidence for negotiation and hearings as well as drafting of pleadings.
- Under attorney supervision, drafts letters, memoranda, pleadings, briefs, and other documents as needed on case.
- Perform timely and thorough legal research.
- Attends outreach events and legal clinics as assigned, developing outreach and training materials as necessary.
- Under attorney supervision, handles individual clients and problems on an independent basis, including brief services appointments for filling out forms and other needed documents to proceed in the civil action.

Requirements/Qualifications:

- Professional demeanor in working with clients in person or by telephone and in working with other GLS staff and the community.
- Commitment to complying with all Florida Bar Rules of Professional Conduct as well as Gulfcoast Legal Services' standards, policies, and procedures.
- Computer software proficiency as necessary to perform duties of the position.
- A demonstrated ability to read, understand and interpret statutes and regulations, to accept professional responsibility, to understand research techniques, legal terminology, and legal concepts, writing skills and good judgment.
- Willing to be on-site at Gulfcoast Legal Services office or advocacy site as needed to serve clients.
- Reliable transportation and availability to commit to a weekly schedule with a minimum of five (5) hours per week.

- Currently enrolled in law school.

Compensation: We offer a diverse learning environment to help hone the skills of future attorneys. Compensation is \$20.00 to \$22.00/hour based on experience and level of current certification. Pro bono opportunities are also available.

Applications and How to Apply: Please send your resume to HR by email to Taram@gulfcoastlegal.org.

Hiring timeline:

Gulfcoast Legal Services will accept applications beginning September 3, 2024
Interviews with qualified candidates will be conducted on a rolling basis until position(s) are filled.

How to Apply: Please submit (1) cover letter including response to the question below; (2) resume; and (3) references to taram@gulfcoastlegal.org.

As part of your cover letter, please address the following:

Gulfcoast Legal Services' clients are low-income and very low-income members of our communities as well as historically unserved and underserved populations. They include LGBTQIA+ (Lesbian, Gay, Bisexual, Trans, Queer, Intersex, Asexual) individuals, the working poor, seniors, people with limited English proficiency, veterans, persons with disabilities, survivors of abuse and exploitation, individuals impacted by the criminal legal system, and people who are experiencing or at risk of homelessness. To ensure our organization is best serving these populations, Gulfcoast Legal Services strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively across cultures, with clients, with our coworkers, and with the community. We see this as a commitment to enhance the provision of our services to all clients; to raise the level of positive client outcomes; and to create an inclusive and respectful workplace in which differences are acknowledged and valued.

How do you think your experiences, professional or otherwise, prepared you to serve our diverse client base effectively? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.