



### **Spring 2025 Law Clerk Positions**

Gulfcoast Legal Services invites law students with a strong interest in social justice advocacy and public interest to apply to our part-time spring clerk positions. The positions are based in one of Gulfcoast Legal Services' Tampa Bay offices: Pinellas, Bradenton, Sarasota, Wimauma, and may involve travel as necessary to best serve clients. These positions are temporary and not covered by the agency's collective bargaining agreement.

We are currently seeking applicants for the following units:

1. Family Law
2. Housing
3. 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.
- Under attorney supervision, handles individual clients and problems on an independent basis, including brief services appointments for filling out of pro se 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 in accordance with GLS operating hours.
- Currently enrolled in law school.
- Certified Legal Intern status preferred.

**Compensation:** We offer a diverse learning environment to help hone the skills of future attorneys. Compensation starts at \$22.00/hour based on experience and level of current certification.

**Applications and How to Apply:** Please send your resume to HR by email to [Taram@gulfcoastlegal.org](mailto:Taram@gulfcoastlegal.org) or contact Gulfcoast Legal Services by phone at (727) 821-0726 x222.

**Hiring timeline:**

Gulfcoast Legal Services will accept applications beginning November 14, 2024

Interviews will begin on a rolling basis on November 18, 2024

Offers will be extended to qualifying candidates on a rolling basis

Start date – early January 2025

**How to Apply:** Please submit (1) cover letter including response to the question below and identifying the unit for which you are applying; (2) resume; and (3) references to Tara Meyer, HR Manager, [taram@gulfcoastlegal.org](mailto: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.

**GULFCOAST LEGAL SERVICES'S AREAS OF PRACTICE FOR SPRING 2025 LAW CLERK POSITIONS**

**REQUIRED** - Please carefully review the description of available legal practice area placements below *and reference the practice area for which you are applying in your cover letter.*

**Family Law for Survivors of Domestic Violence** - Participate in our comprehensive legal representation of low-income survivors of domestic violence. This practice area provides an opportunity to provide litigation assistance in a full range of family law matters, including divorce, child custody and visitation, child and spousal support, and restraining orders. Certified law students are encouraged to appear in court.

**Housing Law-** Work on homelessness prevention, file fair housing administrative complaints (HUD) to address housing discrimination issues, assist with Landlord/ Tenant disputes, preserve affordable housing, and fight illegal evictions. This practice area provides an opportunity to build up cases from interview, preparation of legal pleadings and discovery and potentially assist with a full civil litigation case over a short amount of time.

**Special Projects** – This unit covers a variety of areas not covered by our other units and include victims' services (non-family law cases), guardianship, and expungement cases. This is a dynamic and evolving unit addressing unique challenges our communities face. Law clerks will be expected to demonstrate quick-thinking and problem-solving skills, and to work on a higher volume of cases that turn around quickly.