

# City Attorney's Office, Criminal

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## *2019 Urban Scholars Position Description*

### **Job Duties**

#### *Law Student Only*

Under the supervision of an attorney, the City Attorney's Office's Criminal Division Law Clerks will represent the city in the misdemeanor courtrooms, performing such duties as presenting plea negotiations to the court, arguing conditions of release of in-custody defendants, negotiating pleas with pro se parties, conducting court trials on traffic matters, and processing files for future court appearances.

The clerk may also draft criminal complaints and memoranda, and perform legal research on criminal law and/or procedure.

The position is courtroom-focused and requires availability to cover morning and/or afternoon court calendars and court appearances in Hennepin County District Court.

### **Job Skills**

2L or 3L with an interest in criminal law and procedure. (student must not have graduated from law school)

Prior course work in criminal law, criminal procedure, advocacy and evidence is a plus.

Excellent research, oral and written communication skills are a must.

The successful candidate will also be organized and detail-oriented and must also possess excellent interpersonal skills.

The selected candidates will be certified to practice as a certified student attorney while employed by the city of Minneapolis.

A background check is also required.

We need to see a current writing sample.

The student cannot have graduated law school because it affects their ability to be student certified throughout the summer.

We need to be a part of the interview process.