

**CITY ATTORNEY'S OFFICE
CITY OF NORTH MIAMI BEACH**

Job Description:

Interns/externs/law clerk work on a variety of issues that arise within the City Attorney's Office. Depending on the attorney to whom the intern is assigned, duties will include assisting in defending the City in lawsuits filed in state and federal court, and assisting in the review or drafting of the City's transactional documents. The day-to-day task could include conducting legal research, drafting memoranda, preparing litigation-related summaries, drafting contracts or ordinances, interviewing witnesses, preparing statements, evaluating claims, drafting and responding to discovery, and/or drafting pleadings and motions.

In addition to litigation and transactional work, the intern's assignments may include interaction with the City's Police, Code Enforcement, Building, Water, Procurement, and Public Services Department.

Required Skills:

- Able to conduct advanced legal research on applicable state and federal laws using Westlaw.
- Superior writing skills;
- Prior experience in preparing or responding to discovery, drafting pleadings and motions, or investigating civil claims is preferred, but not required;
- Prior exposure to state, county or municipal law is also a plus, but not required.

Application:

For consideration, please submit a resume, cover letter, writing sample (10 pages maximum), and list of three references (at least two of which must be professional references).

Deadline:

All submissions must be received by the City Attorney's Office no later than May 1, 2017.

About Us:

The City Attorney's Office for the City of North Miami Beach is comprised of the City Attorney, one Deputy City Attorney, one First Assistant City Attorney, one Assistant City Attorney, one Legal Administrator/Office Manager and one Legal Assistant. The Office is responsible for providing effective legal counsel and representation in all matters affecting the City of North Miami Beach to accomplish the city's goals and objectives. We are currently seeking a hard-working student with a "can-do" attitude, who is looking to learn from our fast-paced office of congenial attorneys.

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Contact:

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Office of the City Attorney

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NO CALLS OR FAXES PLEASE.