

Job Description: LEGAL INTERN

PAY GROUP: TP28

EEOC CATEGORY: Intern

SUMMARY OF POSITION:

The Legal Intern position provides a unique opportunity for current law school students or Pre-Law undergraduates to gain practical experience in the field of municipal law and government operations. The intern will work closely with the City Attorney and staff on a wide range of legal issues impacting the City of Seguin, including litigation, contract review, ordinance formation, transactional matters, and Open Government. This role is designed to be an immersive educational experience focused on developing high-level legal research and writing skills.

This position is part-time, generally requiring 10-20 hours per week, depending on the intern's class schedule and department needs.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: City Attorney
2. Directs: This is a non-supervisory position.
3. Other: Works closely with City staff, department personnel, and local government officials (e.g., City Council, Commissions).

EXAMPLES OF WORK:

Essential Duties*

- **Legal Research and Analysis:** Conduct comprehensive legal research on complex issues of municipal, state, and federal law, focusing on topics such as land use, constitutional law, public finance, employment, and public safety.
- **Drafting Legal Documents:** Prepare and revise drafts of various legal documents, including but not limited to: City Ordinances and Resolutions; Memoranda of Law for internal use; and Interlocal agreements and standard contracts.
- **File and Case Management:** Assist with organizing case files, maintaining document production, and managing discovery materials, ensuring strict adherence to filing protocols and confidentiality standards.
- **Court and Meeting Attendance:** Attend City Council meetings (1st and 3rd Tuesdays).
- **Administrative Duties:** Perform general administrative and clerical duties necessary to support the efficient operation of the City Attorney's Office.

* for the purpose of compliance with the Americans With Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

- All other duties assigned by the City Attorney.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: Legal research methodologies and tools (such as Westlaw or LexisNexis). Standard legal document structure and formats. Basic principles of contract, administrative, and constitutional law. Professional office practices and procedures.

Ability to: Strictly maintain confidentiality and exercise discretion regarding sensitive legal matters and privileged communications. Conduct advanced legal research and analyze complex statutes and case law effectively. Draft clear, concise, and accurate legal memoranda, ordinances, and correspondence. Communicate effectively, both orally and in writing, with attorneys, City staff, and the public. Maintain highly organized files and records and manage competing priorities. Travel occasionally for court appearances, meetings, or site visits within the City of Seguin and Guadalupe County.

ACCEPTABLE EXPERIENCE AND TRAINING:

Currently enrolled and in good standing at an ABA-accredited law school. Prior experience in a legal office, judicial setting, or government agency is beneficial but not required. Demonstrated commitment to public service or municipal law is strongly desired.

TRAINING, CERTIFICATES AND LICENSES REQUIRED:

State of Texas Class C Driver's License (or ability to obtain one prior to employment). Proof of current enrollment in an accredited undergraduate institution or an ABA-accredited law school.

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