



**THOMAS J. DART
SHERIFF**

**SHERIFF'S OFFICE COOK COUNTY
PERSONNEL DEPARTMENT**

NOTICE OF INTERNSHIP OPPORTUNITY

Job Title	Sheriff's Office Law Clerk
Summary	Seeking up to three law clerks to work in the Legal Affairs Department of the Cook County Sheriff's Office. This is an opportunity to gain valuable legal experience by working with staff attorneys that represent the Cook County Sheriff's Office on a wide array of legal issues, including civil rights litigation and labor and employment law matters. We are looking for students currently enrolled in law school that can obtain academic credits for their clerkship.
Minimum Qualifications	1) Must be currently enrolled in law school; 2) must have completed at least one semester of law school; 3) must have taken at least three credits of Civil Procedure; 4) and, must have taken one semester of legal writing. <i>Application Deadline: September 9, 2010.</i> <i>Documentation Deadline: A copy of your Driver's License and proof of current enrollment or transcripts/degree from an accredited law school must be submitted to the Department of Personnel by September 16, 2010.</i>
Preferred Qualifications	Sound legal writing and research skills; sound organizational skills; familiarity with labor and employment law; familiarity with civil rights law; and, interest in working in the public sector post-graduation.
Compensation	School Credit Available
Location of Position	Richard J. Daley Center, 50 W. Washington, Rm. 704, Chicago IL 60602
Duties	Duties will include, but are not limited to, attending various proceedings in federal court, including trials, that involve the Cook County Sheriff's Office and its employees; working with staff attorneys on all aspects of labor relations matters; assisting administrative assistants in the

	performance of their duties; and completing legal research on issues and legislation that affect the Sheriff's Office.
Hours, days, and length of clerkship	Hours and days of work are flexible, but the internship requires a commitment of at least 12 hours a week, and will continue through the academic semester.
Application Period	August 26, 2010-September 9, 2010

If interested in this position, please obtain an APPLICATION from the Cook County Sheriff's website www.cookcountysheriff.org or the Sheriff's Office of Personnel located at:

*Richard J. Daley Center
50 West Washington, Room 702
Chicago, IL 60602
(312) 603-4521*

*Office Hours: Monday through Friday
8:30 a.m. to 4:30 p.m.*

Please complete the application and submit it to the Office of Personnel in person; or you may send it by certified mail or overnight courier, or scan the completed application and attach it in an email to smcnamara@cookcountygov.com (please put "Law Clerk Application" in the subject line). All applications must be received by Personnel no later than the close of business on the last day of the application, September 9, 2010. Please note that any documents listed in the Minimum Qualifications section should be provided to the Office of Personnel by September 16, 2010.

**The Cook County Sheriff's Office is an Equal Opportunity Employer.
The Cook County Sheriff's Office prohibits all Unlawful Discrimination in all Employment Actions.**

*Rosemarie M. Nolan, Director
Office of Personnel
Posting Number: 10-17*

*Peter Kramer, General Counsel
Date: August 26, 2010*