

**Position:** Civil Law Intern

**Company:** Mathis, Bates and Klinghard PLLC

**Reports To:** Assigned attorney or supervising staff member

**Duration:** To be coordinated with the firm and school

**Hours:** 9-12 hours per week, 2-3 days per week

**Compensation:** Unpaid

**Calendar:** Follow CMCSS calendar

This internship introduces a high school senior to civil law and daily work in a legal office. The student will complete basic office tasks and observe legal professionals under the direction of an assigned attorney or staff member. No prior legal experience is required.

### **Key Responsibilities**

- Scan, copy, label, and file documents using instructions provided by office staff.
- Assemble folders and organize materials in the order requested by an attorney or staff member.
- Enter basic information into approved spreadsheets or office records and check entries for accuracy.
- Prepare envelopes, sort mail, restock supplies, and help keep shared work areas organized.
- Greet visitors, take messages, and direct questions to the appropriate staff member after training.
- Complete simple information searches using sources selected by the supervisor, such as finding office contact information or learning basic legal vocabulary.
- Observe client meetings, case preparation, or court proceedings when approved. Follow confidentiality rules and ask the supervisor before accessing or sharing any information.

All tasks will be assigned and reviewed by the supervisor. The intern will not provide legal advice, draft legal documents independently, or communicate case information without approval.

### **Requirements**

- Interest in learning about civil law and working in a professional office; no legal knowledge or experience required.
- Ability to follow directions, stay organized, and check work for accuracy.
- Basic typing and computer skills, including word processing; willingness to learn office equipment and filing procedures.
- Dependable attendance, respectful communication, professional conduct, and willingness to ask questions and accept feedback.

### **Eligibility**

- High School Senior.
- On track to graduate
- 90% attendance in school
- No major disciplinary infractions
- Must have transportation to and from job site locations