A boutique family law firm, Divorce in Kindness, Inc., is looking for a second-year law student to join our team as a summer law clerk. The firm focuses on family law mediation and collaborative family law. The position offered is part time (between 20 – 30 hours per week) for the summer with an opportunity to continue during the school year. Flexible schedule including both remote and in-office time. Bilingual (Spanish speaking) is preferred but not a requirement.

Rate of pay: $15 - $18 per hour

**DUTIES AND RESPONSIBILITIES:**

Drafting legal documents including but not limited to Dissolution of Marriage pleadings, Marital Settlement Agreements, Parenting Plans, and Child Support Guidelines.

Composing letters.

Performing legal research.

Performing administrative work, including tasks such as answering the phone, making phone calls, and filing documents.

Organizing electronic client and office files.

Drafting Memoranda of Law.

Answering non-legal questions and screening calls for attorney/mediator.

**QUALIFICATIONS:**

Excellent verbal and written communication skills.

Excellent grammatical and spelling skills.

Proficient on Microsoft Word, Outlook and Excel.

Commitment to excellence and high standards.

Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.

Strong interpersonal skills.

Ability to work independently.

Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.

Acute attention to detail.

Candidates interested in the Law Clerk position, please provide a cover letter and resume via email to Lizette Reboredo at Liz@Reboredolaw.com