WINTHROP & WEINSTINE, P.A. TCDIP 1L Clerk POSITION DESCRIPTION

TITLE: Twin Cities Diversity in Practice 1L Summer Clerk

DEPARTMENT: Corporate / Litigation

JOB SUMMARY: A Summer Associate who exercises judgment and discretion to perform substantive legal functions in client matters at the guidance of firm attorneys. Maintains positive contact with clients and observes confidentiality in client matters. May be assigned to work independently or under the supervision of other attorney(s) employed by the firm.

REPORTS TO: Attorneys for assigned matters

APPLY AT: https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=4116980

Winthrop & Weinstine has an excellent opportunity for a first year law student to participate in our 2024 Summer Program. The client base is robust and diverse, spanning virtually every industry, and ranging from individual entrepreneurs to Fortune 100 companies. Winthrop & Weinstine offers competitive salary and benefits and a team approach to providing our clients with top quality service. Qualified candidates will be currently enrolled in law school and in pursuit of a Juris Doctor degree. They will be highly motivated students with excellent academic record with journal and writing experience preferred. In addition, candidates should have strong leadership and communication skills, a strong work ethic and a commitment to community.

ESSENTIAL JOB FUNCTIONS (Including, but not limited to):
- Reviews and analyzes new and existing matters in order to provide legal representation until the assigned project is concluded.
- Drafts necessary documents as assigned to provide legal representation to clients and routes them through the appropriate office procedures to produce final documents.
- Performs necessary legal research using all available resources including libraries and computer data systems.
- Formulates and issues well-founded legal opinions to firm attorneys.
- Follows the ethical requirements as set forth by the Rules of Professional Conduct of the state and complies with all requirements of the firm’s professional liability insurer.

COMPETENCIES (KNOWLEDGE, SKILLS AND ABILITIES) REQUIRED:
- Knowledge of law and legal practice in order to perform substantive legal function in client matters as normally acquired during completion of a Juris Doctor degree or equivalent.
- Ability to concentrate and pay close attention to detail.
- Analytical skills necessary to conduct complex and detailed analysis of legal matters.
• Interpersonal skills necessary in order to communicate by e-mail and telephone with a diverse group of clients, attorneys and staff and provide information with ordinary courtesy and tact.
• Ability to travel to private and public buildings locally and statewide via private or public conveyance to attend to client needs on legal matters.
• Work may require more than 40 hours per week to perform the essential duties of the position.

WORKING CONDITIONS:
• Requires use of office equipment, such as computers, telephones, and copiers.
• Requires sitting and performing computer-related activities for extended periods of time.
• Ability to handle 20-pound (or heavier) boxes of documents and/or pieces of evidence.
• Ability to drive an automobile, often necessary at trial, when traveling or visiting clients.

SALARY: $3,265.00 per week

Equal Opportunity Employer