Internship Position Description

**Purpose of Mission:** The mission of Central Virginia Legal Aid Society (CVLAS) is zealous representation of clients on low income in civil matters and community education on matters involving the law of importance to low-income clients.

**Job Title or Position:** Legal Assistant: (law school graduate; law student intern; paralegal; undergraduate student intern; paralegal studies student intern)

**Responsibilities:** Legal Assistants in this position will perform a variety of duties: draft pleadings; research issues as they arise; write briefs; write letters to clients or others; contact local courts to determine status of client’s case; interview clients and witnesses; file documents with courts and administrative bodies; input notes in the Kemps computer database; represent clients at administrative hearings; and other duties as assigned. Law student interns also serve as law clerks to assist lawyer staff during trials and discovery depositions. In some cases which do not require a law license for representation, such as informal hearings with landlords in Section 8 housing cases, law students may act as representative for tenants when lawyers on staff have conflicting obligations at the time of such informal hearing.

**Qualifications:** Legal Assistant should have some college or some legal training or any combination of education and experience; ability to work well and communicate with all levels of professionals and with clients from diverse backgrounds; and should have concern for the legal interests of low income and elderly citizens.

**Working Conditions:** Usually, the intern will share office space in a conference room with other summer interns. Occasionally, the intern will have an office alone. With the exception for court appearances, dress is business casual. The regular hours are approximately 9:00 a.m. to 5:00 p.m., Monday through Friday.

**On Site Supervisor/Mentor:** (Name, title, email, phone, physical address)
Freddie L. Goode, Senior Managing Attorney, Freddie@cvlas.org, (804) 200-6044, Richmond, Virginia 23220

**Mentorship Plan:** The Legal Assistant will be oriented to the purposes and programs of the assigned unit and an ongoing training program.

**Preparation:** The Legal Assistant will be introduced to all members of staff and volunteers; given a tour of the facilities; given a history of the organizations; and oriented to office procedures and practices.