



**SORENSEN  
LAW OFFICE**  
FOIA LAW FOCUSED

## **POSITION DESCRIPTION**

### **LAW CLERK**

**General Description of Position:** Law Clerk conducts in-depth legal research, writes memoranda and pleadings, and assists in argument preparation.

**Duties & Responsibilities:** Any one or a combination of the following duties as assigned by lead attorney –

1. Legal Research – conducts in-depth legal research utilizing federal and state statutes and case law, and utilizes Westlaw software to obtain citations and copies of related cases to FOIA law.
2. Legal Writing – utilizes completed legal research to write memoranda, pleadings and related federal court documents, including, but not limited to complaints, motions, orders, declarations, exhibits, correspondence and memoranda.
3. Administrative – Tracking and applying time to attorney invoices; assist in exhibit preparation; assist in US District Court E-Filing.

**Relationships with Others:** Regular interaction with attorneys, staff, clients and witnesses.

**Supervision:** Law Clerks are supervised by Firm's lead attorney.

#### **Qualifications:**

A law degree from an accredited institution or an active 2<sup>nd</sup> or 3<sup>rd</sup> year law student

At least 1-2 years of experience as a law student or law clerk

#### **Knowledge, Skills & Abilities:**

\*General knowledge of proper grammar, punctuation, spelling, capitalization, and sentence structure

\*General knowledge of legal terminology, concepts and principles

\*General knowledge of Microsoft Office, including Word, Excel, and Outlook, Google and Gmail including Google Docs, Google Calendar, and Google Paper, Adobe Acrobat Pro, and willingness to learn Dropbox and similar cloud-based storage systems in Dropbox and MyCase.

\*General knowledge and skills in database use including managing document uploads, using E-signature and other tools within the database; willingness to learn software billing processes in MyCase including tools such as timekeeping, e-signatures and sharing documents and information with clients.

\*Skill in analyzing and interpreting laws, rules, and regulations and applying them to specific situations

\*Skill in preparing clear and concise written reports

\*Skill in presenting, both orally and in writing, complex ideas in direct, understandable language

\*Ability to conduct legal research and apply past legal and administrative decisions, rulings and principles to specific situations

\*Ability to gain strong knowledge of the specialty area of FOIA law

\*Ability to shepherdize cases

\*Ability to understand and apply agency rules and regulations to specific situations

\*Ability to maintain harmonious working relationships with staff members, attorneys and the public

\*Ability to use Westlaw software

\*Ability to work independently

\*Ability to interview witnesses and prepare exhibits for court

\*Ability to keep confidential information

\*Ability to critically think and maintain strong attention to detail

**To Apply:**

\*send resume and cover letter to Ms. Kim Leval, Business Manager, Sorenson Law Office:  
[kim@sorensonfoialaw.com](mailto:kim@sorensonfoialaw.com)

\*position open until filled

Sorenson Law Office is an equal opportunity employer. Sorenson Law Office complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity}. Women, people of color and persons from classes who have historically been discriminated against are especially encouraged to apply.