

# Internship Opportunity

## Part-Time District Court Legal Intern

### **GENERAL SUMMARY:**

The District Court Legal Intern will serve under the direction of the Special Judge of the District Trial Courts and assist with Legal Research. This internship offers an opportunity to work closely with an experienced judge and professionals, learn about legal processes, and contribute to the success of the District Court.

### **PRINCIPAL DUTIES & RESPONSIBILITIES:**

The Legal Intern shall also be responsible for the following: A) conducting in-depth legal research on various civil topics; B) providing supervised legal writing on various civil topics; and C) assisting the Special Judge with his/her caseload.

### **MINIMUM REQUIREMENTS:**

The Legal Intern must: A) be currently enrolled in a law school program or a recent law school graduate; B) be detail-oriented with the ability to maintain confidentiality; and C) possess excellent written and verbal communication skills. Additionally, the Legal Intern shall possess the ability to pass a criminal background check and pass a drug-test as well as possess a valid driver's license.

### **PREFERRED REQUIREMENTS :**

The Legal Intern must possess a broad knowledge of the Civil Justice System and an understanding of the Muscogee (Creek) Nation Code Annotated.

The Legal Intern must: A) be currently enrolled in a law school program or a recent law school graduate; B) possess a strong academic record with a focus on relevant coursework, such as contracts, legal research, and writing; C) possess excellent written and verbal communication skills; D) possess proficiency in legal research tools and software; E) be detail-oriented with the ability to maintain confidentiality; F) possess strong organizational and time management skills; G) possess a familiarity of legal procedures and terminology; and H) possess a willingness to learn and adapt in a dynamic legal environment.

Send Resumes to: [cfreeman@mcndistrictcourt.com](mailto:cfreeman@mcndistrictcourt.com)