



## Family Law Clerk

Volunteer Position Description

### *Position & Responsibilities*

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#### **Role Summary**

The Family Law Clerk assists the legal department with family law and order for protection cases, including screening prospective legal clients, drafting pleadings, trial preparation, legal research and writing.

#### **Impact & Benefits**

- Assist the legal department in providing quality legal services for low-income clients
- Gain experience in family law and domestic abuse issues with a diverse groups of clients and those with limited access to services
- Gain experience at an intersection of the nonprofit and legal services fields
- Potential for client representation in court as a certified student attorney

#### **Position Responsibilities**

- Complete client screenings
- Assist the staff attorney with trial preparation and drafting pleadings
- Assist the staff attorney with legal research and writing
- Collaborate and communicate with your team to complete other assigned tasks

### *Qualifications & Expectations*

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#### **Position Qualifications**

- Current 2L or 3L law student or recent law graduate
- Understanding of the dynamics of domestic abuse and family violence
- Demonstrated ability to conduct competent legal research and writing
- Ability and willingness to listen actively and respond appropriately to clients
- Ability to work with diverse teams and clients to foster a culturally inclusive environment
- Ability to work under pressure and to maintain confidentiality

#### **Supervision & Training**

- Minimum of 15 hours per week for 8 months
- The Family Law Clerk is supervised by the Tubman Staff Attorney

### *Organization*

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For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. [www.tubman.org](http://www.tubman.org)

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.