



Our Future Starts
With *you!*

POSITION: Legislative Legal Intern
DEPARTMENT: Albany County Legislature—Chair’s Office
SALARY: \$28.00/Hour
WORK HOURS: 15 to 20 Hours Per Week

DESCRIPTION:

The Legal Intern will support the Chair’s office by assisting in the preparation of legal documents and conducting research related to local laws and ordinances. This position is ideal for 2L or 3L law students seeking practical legal experience during their time in law school. In addition to the responsibilities listed below, this position will work closely with the Albany County Legislature’s Legislative Black Caucus on their work regarding the Albany County Correctional Facility. Work performed is closely reviewed by the Counsel to the Chair and the Chief of Staff. As an intern, the candidates will obtain real work experience while supplementing their professional development.

KEY RESPONSIBILITIES:

- Conduct legal research on local laws, ordinances, and related legal sources;
- Prepare rough drafts of legal opinions, affidavits, briefs, memoranda, and other legal documents for review by legal staff;
- Draft correspondence pertaining to legal matters;
- Perform various clerical, research, and administrative tasks to support the legal team; and
- Collaborate with Chair’s staff and Counsel to the Chair to further legislative policy and programming goals.

MINIMUM QUALIFICATIONS:

- Current enrollment in law school, preferably 2L or 3L, with good academic standing;
- Strong knowledge of legal research methods and procedures;
- Familiarity with the structure and operation of the New York State judicial system is preferred;
- Experience or coursework in constitutional law and legal writing (e.g., law review or writing clinic) is strongly preferred;
- Excellent analytical, writing, and communication skills;
- Ability to draft reports and legal opinions clearly and accurately;
- Strong attention to detail and ability to multitask effectively;
- Ability to work independently, demonstrate initiative, and maintain dependability;
- Excellent interpersonal skills with the ability to collaborate effectively in a team environment;
- Basic knowledge of the county legislative process is a plus but not required;
- Must be an Albany County Resident.

Please submit a resume and cover letter with this application.

POINT OF CONTACT FOR INQUIRIES:

Liam McDonald
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