



Jefferson County Commission

Internship Job Description and Job

Announcement Material

Job Title: Summer 2026 Intern – Jefferson County

Close Date: March 8, 2026

SUMMARY AND JOB DESCRIPTION:

Internship Title: County Attorney's Office – Law Clerk Intern (Risk Management)

Overview:

Jefferson County Commission County Attorney's Office is seeking a Law Clerk Intern to support work across the County Attorney's Office and the Risk Management Division. This internship offers law students the opportunity to gain hands-on experience in a local government setting while learning how legal services and risk management support county operations. The intern will assist with a variety of projects and assignments alongside attorneys and professional staff.

Key Responsibilities

- Provide general support to the County Attorney's Office and Risk Management Division through research, analysis, and assigned projects.
- Assist with basic legal research, document review, and information gathering.
- Gain exposure to how legal services and risk management functions operate within a local government setting.
- Help support projects related to risk awareness, safety, compliance, and loss prevention.
- Participate in special projects to better understand public sector operations and legal processes.
- Collaborate with attorneys and risk management staff on assigned tasks and projects.
- Adhere to confidentiality requirements and professional standards in all work activities

Qualifications

- Currently enrolled in law school and eligible to serve as a Law Clerk.
- Strong legal research, writing, and analytical skills.
- Interest in public sector law, risk management, insurance, or governmental liability.
- Strong attention to detail and ability to manage confidential information responsibly.
- Effective communication skills and ability to work collaboratively with attorneys and professional staff.

Benefits

- Hands-on legal experience within a County Attorney's Office and Risk Management Division.
- Exposure to real-world applications of government law, liability management, and risk mitigation.
- Mentorship from experienced attorneys and Risk Management professionals.

Compensation

- Undergraduate: \$17.90 Hourly
- Graduate: \$23.87 Hourly

Note:

These positions are part time in nature and not to exceed 32 hours per week and not benefit eligible.