

## LAW STUDENT VOLUNTEER - Fall 2022

Requisition ID: 00127940

Job Posting: Jun 21, 2022, 4:07:06 PM

Closing Date: Jul 19, 2022, 11:59:00 PM

Posting Salary: Unpaid



**Cook County Offices  
Under The President**

**Administrative Hearings  
Auditor  
Bureau of Administration  
Bureau of Economic Development  
Bureau of Finance  
Bureau of Human Resources  
Bureau of Technology  
Facilities  
Law Office of the Cook County Public  
Defender  
Office of the President**

### **VOLUNTEER POSITION DESCRIPTION**

#### **Volunteer Positions for Law Clerk**

(Law Office of the Cook County Public Defender)

#### **Volunteer Position Summary**

The Law Office of the Cook County Public Defender provides law students the opportunity to learn more about the criminal and juvenile justice systems by participating in our Internship Program as a volunteer. The Law Office of the Cook County Public Defender is currently organized into several divisions: Juvenile Justice, Legal Resources (*Appeals and Post-Conviction*), Felony Trial, Multiple Defendants, First Municipal (*Misdemeanor, Traffic and Domestic Violence*), Civil (*Child Protection and Mental Health*), Homicide Task Force, Police Station Representation Unit and five suburban division (*Bridgeview, Markham, Maywood, Rolling Meadows and Skokie*).

The program is typically a 6 to 12 week assignment. Volunteers are assigned to work with specific attorneys and/or on specific projects. Typically, students are expected to volunteer at least 12 hours per week during the summer, fall, or spring program. They may be assigned to any of the divisions within the office provided they meet the qualifications. The number of volunteers allowed to work in the office will be determined by the Public Defender at the beginning of each semester. Some students may receive academic credit and/or a stipend through their school for their volunteer work, but they are required to make their own arrangements with their educational institutions to receive such credit and/or funding.

#### **Minimum Qualifications**

- Must: (1) be currently enrolled in an accredited law school, or (2) be a graduate of an accredited law school, but not yet licensed as an Illinois attorney.

- Must be able to volunteer for a minimum of four (4) weeks.
- Must be able to volunteer for a minimum of twelve (12) hours per week, during standard business hours (**Monday through Friday/ 9 a.m. to 5 p.m.**).

### **Preferred Qualifications**

- Current eligibility for S. Ct. Rule 711 License;
- Familiarity with various computer programs i.e., Microsoft Office, Power Point, Excel, etc. relevant to the law Office of the Public Defender;
- Ability to communicate and interact with culturally diverse clients.
- Strong writing and verbal communication skills
- Sound interviewing and interpersonal skills; and
- Strong bilingual verbal and written communication skills (Spanish, Polish, etc.).

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties that may be performed by a volunteer.**

### **Application Materials**

**Law Student Volunteer applicants must upload the following attachments to be considered:**

1. A current resume and one of the following:
  - a. Transcript\*, or
  - b. Letter of good standing, or
  - c. Evidence of intent to sit for the Illinois Bar Exam

\*The most recent transcript available should be uploaded and must be obtained through your academic institution's registrar's office, academic institution's online portal or intranet or through your academic institution's credential service.

#### **Please Note:**

1. The transcript or letter of good standing must indicate proof of current enrollment in, or graduation from, an accredited law school.
2. Make sure that all required documents (a current resume and either the most recent academic transcript available or letter of good standing or evidence of intent to sit for the Illinois Bar Exam) are uploaded with your current application.
3. All applicants are required to submit the required documentation even if an applicant has previously applied as a Law Student Volunteer.
4. Documents loaded for any previous applications will not be considered.
5. Failure to upload all required documents prior to the closing date will result in disqualification from further consideration.

*If a volunteer wants to be hired later for a paid position, s/he must apply through the Cook County on-line hiring process to be considered.*

Falsification of any information in the application process will result in disqualification, dismissal after hire, and/or placement on the County's Ineligible for Rehire List for a period of two (2) or five (5) years. For current County employees, such falsification may result in discipline, up to and including termination, and placement on the County's Ineligible for Rehire List for a period of two (2) or five (5) years. *See Cook County Code of Ordinances, Article 11, Sections 44-54 Unlawful Practices Relating to Employees and Employment - Penalty, 44-56 Political Discrimination; Cook County Employment Plan, Section V.N. Pre Interview License and Certification Verification; Supplemental Policy No. 2014- 2.13 Ineligible for Rehire List; and Cook County Personnel Rules 3.3(b) (7) (8) (18).*

PURSUANT TO EXECUTIVE ORDER 2021-1 AND COOK COUNTY'S MANDATORY COVID-19 VACCINATION POLICY, THE SELECTED CANDIDATE WILL BE REQUIRED TO EITHER **SUBMIT PROOF OF FULL VACCINATION OR A REQUEST FOR REASONABLE ACCOMODATION PRIOR TO THE START OF EMPLOYMENT.** PLEASE CLICK THE FOLLOWING HYPERLINKS FOR THE FULL TEXT OF EXECUTIVE ORDER 2021-1 AND THE COOK COUNTY MANDATORY COVID-19 VACCINATION POLICY.

[Executive Order 2021-1 Vaccination Policy](#)

[Mandatory COVID-19 Vaccination Policy](#)

**COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**