



Notice of Vacancy

Law Clerk

Oregon School Boards Association
1201 Court St., N.E., Suite 400
Salem, OR 97301

Duration:

This is a temporary position that is only available for a current law student. Hours vary depending on law clerk class schedule and OSBA needs.

Location:

This is a telework position with occasional trips to the office in Salem and voluntary opportunities to attend school law conferences around the state and occasionally out-of-state.

Salary Range:

\$17 per hour

Supervision:

Works under the supervision of and reports to the Chief Legal Counsel/Director of Litigation. Performs other duties and responsibilities as assigned by the Executive Director or the Deputy Executive Director.

General Position Description:

Duties include assisting OSBA attorneys with legal research, preparing pleadings, and creating PowerPoint presentations on current legal topics. Law clerk may have an opportunity to assist other OSBA departments with policy and legislation. Primary areas of law are employment, education, constitutional, and personal injury. OSBA works closely with PACE, the property and casualty insurance pool that insures most public schools in Oregon. Law clerks gain experience and exposure to insurance defense work. Law clerk also gains experience with using the department's billing software, ProLaw. We endeavor to do weekly or bi-weekly check-ins with department attorneys so that law clerk can get to know all of the attorneys in the department and ask questions. The law clerk is an integral team member and is invited to attend all

department meetings, meetings with external stakeholders, and OSBA staff meetings as the student's schedule allows. We are happy to accommodate the requirements of an externship program if applicable.

Completed Materials consists of:

- Cover letter
- Resume
- 3-5 page writing sample
- List of 3 references with contact information

Reasonable Accommodations:

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Applicants with disabilities may contact OSBA at 588-2800 for additional information or assistance. Applicants with speech or hearing-impairments may contact OSBA for assistance through the Oregon Telecommunications Relay Service by dialing 1-800-735-2900.

Timeline:***Requested materials received by:***

Review of applications ongoing. Open until filled.

Commence work:

Immediate

Return Materials:

E-mail materials in a single pdf document to: cdavidson@osba.org with the subject "Law Clerk" followed by your name.

An Equal Opportunity Employer

Marginal Job Functions:

Provide assistance to other departments as necessary with legal department oversight.

Minimum Job Qualifications:

- Must be a current law student.
- Strong legal research and writing abilities.
- Interest in work of OSBA and education law generally.