

JOB DESCRIPTION

JOB TITLE: Law Clerk

JOB SUMMARY:

Hurwitz & Fine's Diversity Clerkship Program is intended to provide a meaningful and hands-on private practice experience for law students from backgrounds historically underrepresented in the legal profession. This is a summer position in Buffalo, NY. Each law clerk will receive one-on-one mentoring from firm attorneys, be exposed to the firm's numerous practice areas, and will develop a portfolio of tangible work product for use in the hiring process.

On a day-to-day basis, law clerks support the firm's attorneys with a variety of tasks, including research and writing projects and case preparation. The firm will also provide meaningful opportunities to learn about the practice of law, to connect with local attorneys and the judiciary, and to publish legal articles on topics of interest.

ESSENTIAL FUNCTIONS:

- Assists with legal research and writing projects, including motions, coverage opinions, legal memoranda, and other legal documents.
- Assists attorneys with preparation for presentations.
- Assists attorneys with preparation for depositions, trials, and other hearings.
- Attends in-house attorney trainings and presentations.
- Attends proceedings, hearings, and other meetings to observe and take notes.
- Assists with the preparation of at least one article to be published under the supervision of a firm attorney.

EDUCATION/EXPERIENCE:

Current law student (1L or 2L). Completion of first year tort, contract, and/or property law courses is helpful. We are seeking candidates from backgrounds historically underrepresented in the legal profession.

KNOWLEDGE/SKILLS:

- Must be dependable.
- Demonstrate professional work ethic.
- An interest in working in private practice, and, preferably, a willingness to join the Western New York legal community

- Excellent written and oral communication skills.

PHYSICAL DEMANDS:

Normal office routine.

TO APPLY:

Please submit a resume, transcript, writing sample, and a response to the following question to amm@hurwitzfine.com :

How has your background as a person historically underrepresented in the legal profession informed your decision to pursue a career in law?