

Trainee/Internship Program Offer

Law Office Program – Santa Ana, CA



Start Date: December 2022

Program Duration: 12–18 months

Compensation: \$16 per hour

Housing: not provided

Number of Position Offered: 1

Host Company Description:

By fighting for clients' rights and dignity, this law firm seeks to make a positive impact on the community around them. This firm believes in practicing law with empathy and integrity in all legal matters. Their focus of practice is on workers compensation, personal injury, and employment. They are seeking an individual who is passionate about law and eager to gain experience.

Program Description:

- Drafting and preparing legal documents
- Conducting research to support legal proceedings
- Investigating facts to help in the negotiation of legal disputes
- Monitoring and ensuring compliance with state and federal regulations
- Interviewing clients and recording and storing their information
- Filing court documents

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be full-time university students with academic focus in **law** studies OR have graduated less than 12 months from the internship begin date.
- To apply for the **Trainee** program, applicants must hold **law** degrees and have at least 1 year of professional work experience related to the degree, OR be career professionals of 5 or more years in the field
- Applicants must speak advanced English, bilingual is a plus
- Two years (or more) of experience working as a paralegal is preferred but not required.
- Familiarity with legal research
- Familiarity with drafting legal documents
- Excellent verbal and written communication skills

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title