POST-BAR CERTIFIED LAW CLERK PROGRAM: JOB DESCRIPTION

Join Children's Law Center of California (CLC) and become part of an amazing team of advocates and change-makers representing children and families impacted by the child welfare system. CLC is the largest children's legal services organization in the nation, currently serving 28,000 clients in the Los Angeles, Sacramento, and Placer County child welfare systems.

POSITION SUMMARY

CLC is seeking passionate, skilled, and client-focused law school graduates for our 2023 Post-Bar Law Clerk Program. Under the supervision of an experienced CLC attorney, the Post-Bar Law Clerk will have the opportunity to assist in the representation of CLC's clients in all aspects of the clients' dependency court proceedings. The Law Clerk will have the option to work at the children's court in Monterey Park or in Lancaster. This is a temporary position beginning on August 14, 2023 and ending on November 17, 2023. Upon passage of the July 2023 California State Bar Examination and admission to the California State Bar, the Post-Bar Law Clerk will be considered for further employment with CLC.

RESPONSIBILITIES

- Represent clients on the record in dependency hearings, under the supervision of an attorney through the PTLS certification program.
- Assist attorneys with case management and strategy.
- Conduct age-appropriate client interviews, witness preparation, and communication with families and caregivers.
- Conduct legal research on child welfare and related topics.

QUALIFICATIONS

The successful candidate will possess the following qualifications and characteristics:

- Juris Doctor degree.
- Completion of the July 2023 California State Bar Examination.
- Eligibility to be certified under the California State Bar's Practical Training of Law Student (PTLS) program.
- Prior experience as a CLC law clerk, working on child welfare matters, and/or trial experience helpful but not required.

TO APPLY

Please apply directly on CLC's website: clccal.org/employment. Applications received through any other means will not be considered. Please include a detailed cover letter indicating your interest and qualifications for this position. Resumes submitted without a cover letter will not be considered. **Internal Candidates please apply through ADP's Career Center.**

CLC values diversity, equity, inclusion, and respect for all individuals in the workplace. We recognize the importance of a culturally diverse workforce across all job classifications, and encourage candidates with diverse backgrounds, lived experiences, and perspectives to apply. CLC is committed to inclusive practices in recruitment, hiring, promotion, and retention.

A valid California driver's license, reliable automobile, auto insurance, and proof of full Covid 19 vaccination required while working for Children's Law Center.

- Ability to effectively and respectfully communicate with children, teens, their families, and caregivers.
- Maintain professional and effective relationships with court personnel and coworkers.
- Must be able to provide proof of full COVID-19 vaccination status.

BENEFITS & COMPENSATION

The Post-Bar Law Clerk position offers a pro-rated salary of $68,000 for the temporary term. Upon successful passage of the California Bar Exam and admission to the California State Bar, and contingent on a favorable review by CLC management, the candidate will have the opportunity to transition into the position of Staff Attorney, with a starting annual salary of $83,500. CLC offers an excellent benefits package including 15 PTO days and 10 sick days in the first year, an up to 6% employer-matched retirement plan, and generous Family and Medical Leave and health care plans.

About CLC

CLC is the largest children's legal services organization in the nation, advocating for over 28,000 children and youth in the Los Angeles, Sacramento, and Placer County foster care systems. We are a powerful voice for our clients, fighting in and out of the courtroom for family reunification, permanence, educational opportunity, health and mental health services, self-sufficiency, and overall well-being. We want all of California's children to have the support they need to succeed. We work to accomplish this goal through direct legal representation for children, multidisciplinary advocacy and support, and public policy.