



TOWN OF JACKSON  
JOB DESCRIPTION

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JOB TITLE:	Volunteer Legal Intern	LAST UPDATED:	11/02/15
PAY BAND:	N/A	FLSA STATUS:	N/A
DEPARTMENT:	Legal	SUPERVISOR:	Town Attorney

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**Job Purpose:** An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in the professional setting allowing the student the opportunity to gain valuable applied experience while under the supervision of the Town Attorney.

**Supervision:** Works under direction of Town Attorney.

**Supervision Exercised:** None

**Essential Duties and Responsibilities:**

(This list does not include all duties and responsibilities that may be assigned to this position.)

Conducts legal research on a variety of legal issues that may arise in areas of law including but not limited to municipal law, constitutional law, administrative law, contract law, local government law, land development regulations, zoning and land use law, franchise law, municipal code issues regarding permitting and licensing, public safety, peace and morals, and motor vehicles and traffic issues.

Drafts ordinances, resolutions, contracts, agreements, deeds, leases, and franchise agreements.

Gathers evidence and prepares legal briefs, develops arguments and testimony in preparation for oral arguments and trials.

Analyzes legal "crisis" situations, recommends plans of action, and implements practical solutions.

Prepares and submits reports, data, and materials as requested, prepares correspondence related to alleged and confirmed violations or non-adherence, and assembles a variety of studies and related information for decision-making purposes.

Provides exceptional internal and external customer service.

**Desired Minimum Qualifications:**

**Education and Experience:**

Any combination of education and experience providing skill and knowledge for successful job performance is required. Typical qualifications include:

- Bachelor's Degree; and
- One (1) year of graduate work towards obtaining a law degree.

### **Job-Specific Knowledge, Skills, and Abilities:**

- Skilled in proper use of the English language, including grammar, punctuation, usage, spelling, style, letter and report writing, and proofreading skills.
- Skilled in operation of equipment and tools listed below.
- Skilled in preparing legal briefs and other documents.
- Skilled in performing electronic legal research.
- Ability to efficiently and effectively administer a municipal legal department.
- Ability to analyze and interpret complex information in a timely manner.
- Ability to interact with members of the public and Town staff in a positive, customer service-oriented manner.
- Ability to produce professional letters, memoranda, and reports.
- Ability to establish and maintain effective working relationships with Town of Jackson employees and department heads, town officials, media, general public, and others.
- Ability to communicate complex and often emotionally charged issues effectively and clearly, orally and in writing.

### **Knowledge, Skills, and Abilities Related to the Town of Jackson Purpose, Mission, and Values:**

#### **Our Purpose (Why we exist as an organization)**

The Town of Jackson exists to provide municipal services necessary to support the residential, business, environmental, and historical interests that define our community. Our services enhance the quality of life for those who live here and enhance the experience for our guests.

#### **Our Mission (What we do)**

It is the mission of the Town of Jackson Municipal Organization to provide municipal services that enhance the quality of life for our residents and guests and to help support the local economy. We train, mentor and challenge our employees to develop to their highest potential and to provide service that exceeds the expectations of residents, guests and others. We foster partnerships to solve problems and more effectively use our resources. We appreciate the unique environmental resources and scenic beauty where we live and work and acknowledge our responsibilities to future generations.

#### **Values**

##### **CUSTOMER FOCUS & SERVICE.**

*We provide exceptional customer focus and service – to both internal and external customers.*

##### **OPENNESS**

*We are open in all respects as we work together – displaying an open mind, an open door and open communication.*

##### **INNOVATION**

*We utilize the creativity and innovative ideas of employees at all levels to address our increasingly complex challenges.*

##### **RESPECT**

*We treat everyone, everything and everywhere with respect.*

##### **PROFESSIONALISM**

*We display high levels of professionalism in all interactions.*

## **POSITIVE WORKPLACE**

*We take responsibility for creating a positive and healthy workplace – through displaying positive attitudes and positive behaviors.*

## **STEWARDSHIP AND CONSERVATION**

*We are the current caretakers of our resources.*

## **IT IS MY JOB. IT IS OUR JOB**

- Ability to understand and contribute to accomplishing the Town of Jackson Purpose and Mission.
- Ability to understand and comply with the Town of Jackson Values.
- Ability to read, comprehend and comply with the Ins and Outs of the Town of Jackson Values as set forth in the Performance Management System documents.
- Ability to be an example to others in the organization in terms of understanding and application of the Town of Jackson Values.
- Ability to display positive behaviors towards improving the culture of the organization through understanding, support, and application of the Town of Jackson Values.

### **Special Requirements:**

- Valid state driver's license or ability to obtain Wyoming driver's license within one month of hire.

### **Equipment and Tools Used:**

- Personal computer, including word processing, spreadsheet and legal research software programs, calculator, telephone, typewriter, photocopier, fax machine, and automobile.

### **Physical Requirements\*\*:**

The physical demands described here are representative of those that must be met by employee to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently sits, sees, hears, and speaks. Employee frequently uses hands to finger, handle or feel objects, tools, or controls.

Employee occasionally stands and walks. Employee occasionally lifts, carries, pushes, and/or pulls up to 50 pounds. Employee occasionally climbs, balances, stoops, kneels, bends, crouches, crawls, and/or twists. Employee occasionally reaches and works with hands above shoulder height and reaches and works with arms extended at shoulder height.

Specific vision requirements for this job include frequent use of close vision, the ability to adjust focus, occasional exposure to low light and bright light conditions, and occasional exposure to conditions requiring far vision, depth perception, and peripheral vision. Hand-eye coordination is necessary to operate computers and office equipment.

Specific auditory (hearing) requirements for this job include frequent exposure to routine conversation in a normal office environment and the ability to distinguish between telephone, voice, and other tones and audible signals.

**Mental Requirements\*\*:**

The mental requirements described here are representative of those that must be met by employee to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently reads, understands, and executes oral and written instructions, reads work orders, job tickets, graphs, logs, and schedules, and reads and interprets detailed prints, sketches, layouts, and specs. Employee frequently trains other workers, works alone, works as a member of a team, works without supervision, works under pressure, works rapidly for long periods of time, and works on several tasks at the same time.

Employee is exposed to moderate levels of counting and making simple arithmetic additions and subtractions.

Employee occasionally operates a vehicle. Employee occasionally plans own work activities and plans, directs, and coordinates work of others.

**Working Conditions\*\*:**

The work environment characteristics described here are representative of those that employee encounters while performing essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently works inside. Employee is frequently exposed to noise generated in a normal office environment.

Employee is occasionally exposed to adverse weather and/or unfavorable traffic conditions while driving from Town of Jackson offices to off-site locations.

\*\*The terms "Frequent," "Moderate," and "Occasional" are quantified as follows:

- Frequent: occurs 60-100% of the time
- Moderate: occurs 21-59% of the time
- Occasional: occurs 1-20% of the time

**Job Selection Guidelines:**

Formal application, rating of education and experience, oral interview, reference check, and job related tests may be required, including physical agility test, polygraph examination, drug testing, etc.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description is intended as a guide for the efficient and professional performance of a job. Nothing herein shall be construed to be a contract between the Town of Jackson and the employee. Additionally, this job description is not to be construed by any employee as containing binding terms and conditions of employment. The Town of Jackson retains the absolute right to

terminate any employee, at any time, with or without cause. Management retains the right to change the contents of this job description, as it deems necessary, with or without notice. Employment is on an at-will basis.

I, the undersigned, have read and understand this job description and am able to perform essential job functions with or without any reasonable accommodation:

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Personnel Director

Effective Date: \_\_\_\_\_ Revision History: \_\_\_\_\_