

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Legal Intern**

**POSITION  
NUMBER:**

**COX001**

**FLSA STATUS: N**

**POSITION DESCRIPTION:**

Under direction of the County Counselor, performs a variety of research activities for the staff attorneys in a mixture of governmental legal areas including, but not limited to, contracts, employment law, administrative law, and zoning and planning. The candidate may be assigned special projects. Other duties may include: preparing legal documents, reviewing documents and assisting attorneys with all phases of litigation. Work requires the exercise of a high degree of initiative, independent judgment, discretion, and confidentiality. Performs related work as required.

**GENERAL QUALIFICATIONS:** 2L student or above in good standing or graduate of an accredited Law School.

**LOCATION:** Topeka, KS

**SALARY:** Up to \$20.00 per hour; up to 20 hours per week (flexible with school schedule).

This is an intermittent, non-benefit eligible position. Position will not exceed 988 hours in any calendar year.

**APPLICATIONS ACCEPTED VIA:** Shawnee County website [www.snco.gov](http://www.snco.gov)

**SEND:** Cover Letter; Resume; Writing Sample; GPA; References

**APPLICATION DEADLINE:** Until Filled

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**Employee's Signature / Printed Name**

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**Date**

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**Administering Supervisor's Signature / Printed Name**

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**Date**

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**Appointing Authority's Signature / Printed Name**

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**Date**

Created: 06/21

Revision History: 05/26