

STUDENT LAW CLERKS

The Olmsted County Attorney's Office hires law clerks for the summer. These students may have the ability to continue as law clerks throughout the school year. The positions may be paid if the student qualifies for federal work study.

The application and hiring process for student law clerk positions is coordinated by the Olmsted County Attorney's Office and through Symplicity.

Student law clerks must be eligible to become a certified student attorney under the Minnesota Supreme Court rules.

Student law clerks can expect to attend and participate in court appearances, perform legal research and writing, and work with attorneys, support staff, and law enforcement.

The Olmsted County Attorney's Office hires student law clerks with an interest in public service and out-state practice. We are committed to promoting justice and public safety by zealous yet discretionary prosecution by balancing the rights of individuals and the paramount needs of society.

If you are interested in applying to be a student law clerk you must complete the application process found on Symplicity, or contact the Olmsted County Attorney's Office.

SUMMER LAW CLERK POSITIONS

Our Office employs around 4-5 full-time, student law clerks each summer. These students are typically hired to work for a ten to twelve-week period, 40 hours per week from June to mid-August.

Recruitment for first and second year law clerks begins with the Tri-School Public Interest Expo and continues through a hiring process, usually beginning in December.

Summer law clerks may have the ability to continue as law clerks throughout the school year. Placement as a continuing law clerk is based on performance and position availability.

Office of the Olmsted County Attorney
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OLMSTED COUNTY

STUDENT LAW CLERKS

Office of the Olmsted County Attorney
MARK A. OSTREM
County Attorney



A DAY IN THE LIFE OF A LAW CLERK

CRIMINAL DIVISION

As a law clerk in our criminal division you will have many opportunities to appear in court for both contested and non-contested matters. Typically, the law clerk will appear in arraignments, initial appearances, and traffic court on a routine basis. There are also opportunities to appear with a licensed attorney in contested omnibus hearings, as well as co-chair court and jury trials. The law clerk will also assist attorneys in brief writing, general research, and drafting probable cause statements.

CIVIL/JUVENILE DIVISION

As a law clerk in our civil division you will have the opportunity to appear in court on adult protection, child protection, truancy, child support, and juvenile delinquency matters. You will also assist attorneys in court trials and contested hearings. The law clerk will also assist attorneys in general research, brief writing, and drafting petitions.

Each summer our law clerks participate in a simulated trial in which judges and law enforcement participate. Our law clerks also tour the local adult detention center, federal medical center, and evidence room.

FOR MORE INFORMATION

www.co.olmsted.mn.us/attorney

MISSION

OUR MISSION IS TO PROMOTE JUSTICE AND PUBLIC SAFETY BY ZEALOUS YET DISCRETIONARY PROSECUTION BALANCING THE RIGHTS OF INDIVIDUALS AND THE PARAMOUNT NEEDS OF SOCIETY.

DIVISIONS

Criminal

Our criminal division attorneys represent the State of Minnesota in prosecuting misdemeanor, gross misdemeanor, and all felonies alleged to have occurred in Olmsted County.

Civil

Our civil division handles a variety of matters on behalf of the departments of Olmsted County. These matters vary from requests for action at upcoming Board of Commissioner's meetings to protecting vulnerable adults from being victimized. The civil division also handles child protection, guardianship/conservatorships, and property tax appeals.

Juvenile

Our juvenile division prosecutes children under 18 years old for offenses they have committed within the county.

Child Support

Our child support division pursues enforcement actions against parents who do not pay their court-ordered child support obligation.

APPLICATION PROCESS

STEP ONE:

Attend the Tri-School Public Interest Expo

STEP TWO:

Begin gathering the following:

1. Cover letter
2. Resume

STEP THREE:

Beginning in December look for our posting on Symplicity. Once we are posted, begin applying.

STEP FOUR:

Selected applicants will usually be contacted at the end of January by phone to schedule an interview.

