



## **CITY OF SCRANTON LAW DEPARTMENT INTERNSHIP I**

### **Internship Function:**

Through this internship in Law Department of the City of Scranton, you will have the opportunity to observe and engage in various facets of municipal law and government operations. You will participate in a wide range of office activities and have the chance to join the Chief of Staff in meetings with the Mayor, City staff and community stakeholders. The intern will be under the general supervision of the Chief of Staff.

### **Potential Duties and Responsibilities:**

1. Perform legal research and create concise and comprehensive summaries for review;
2. Assist in preparation for Court dates and other related meetings and appearances;
3. Process various legal documents, preparing them for transference to other attorneys, Courts, and elsewhere;
4. Process internal communications between city departments, City Council, and the City Controller; and
5. Plan, develop, and implement an Office data intake and processing system; and
6. Brief the Mayor on issues and research.

### **Skills & Background:**

1. Interest in pursuing a career in law or a related field.
2. Legal studies, public policy, communications, IT, and/or political science coursework.
3. Knowledge of federal, state, and local government, as well as the Justice system.
4. Ability to accurately deal with difficult and sensitive situations.
5. Excellent communication skills (written and oral).
6. Proficient computer skills in Word, Excel, PowerPoint, and web applications.
7. Ability to problem solve and quickly pivot from task to task.

### **Hours:**

The intern will work a schedule of 20 hours per week (hours are negotiable).

To apply to this position, please email your resume and cover letter to Stephanie Pisko [spisko@scrantonpa.gov](mailto:spisko@scrantonpa.gov).