

INTERNSHIP



Organization: Scott Cole & Associates

Location: Oakland (easy BART access, above 19th St. Station)

Job Title: Non-Paid Externship Fall 2011

Job Description:

- Plaintiff-side, class action matters which specifically address: consumer rights, overtime pay, unpaid bonuses and wages, meal and rest break violations, uniform and expense reimbursement issues, discrimination and false advertising.

Expectations:

- Draft correspondence, complaints, discovery, memoranda and motions
- Prepare depositions outlines and exhibits
- Conduct legal and investigative research
- Draft and obtain class member declarations
- Participate in team strategy meetings
- Attend hearings and depositions
- Participate in firm professional and social events
- Lend creative input to firm marketing efforts.

Hours: 15-25 hrs/week. Submit your availability in your cover letter.

Wage: Unpaid

Training:

- Two attorneys serve as mentors and assign tasks listed in Expectations.

Time Period: Fall 2011

Contact: Las Positas Internship Coordinator
Leslie Gravino @ (925) 424-1876