

**JANE KOW & ASSOCIATES
HR LAW CONSULTANTS**

**EMPLOYMENT LAW ADVICE
HUMAN RESOURCES CONSULTING
WORKPLACE TRAINING, AUDITS & INVESTIGATIONS**

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A growing San Francisco employment law firm specializing in providing companies with employment law advice, human resources consulting, workplace training, audits and investigations, seeks a law student as a part-time law clerk.

This position (hours flexible) is ideal for a law student interested in gaining hands-on experience in the following areas:

- Perform legal research on all facets of workplace laws, preparing summaries of legal analysis and providing recommendations to clients on workplace best practices
- Assist with the development of client Employee Handbooks, safety manuals, personnel policies and procedures, and HR template forms
- Assist with the development of creative, interactive PowerPoint presentations on a variety of employment law topics for presentation at training seminars and conferences designed for human resources professionals and managers
- Assist attorney with analysis of facts, collection of data, witness interviews on workplace investigations into suspected employee harassment and misconduct
- Prepare drafts of responses to complaints filed with administrative agencies, including summarizing evidence and analysis of legal arguments
- Assist with analysis of data in comprehensive audits of workplace policies, human resources practices and employee misclassifications
- Assist office manager with research related to logistics related to planning firm sponsored conferences and special events, including location logistics, travel options, and accommodations
- Assist in the development of marketing campaigns for training seminars and conferences sponsored by law firm, including flyers, program materials, handouts for attendees and summaries of the applicable laws
- Perform routine office and administrative tasks, including photocopying and assembling binders as needed

Job Requirements:

- Be a self-starter and able to work independently with minimal supervision
- Be highly organized, accurate, detail oriented, pay attention to deadlines
- Be able to juggle multiple project deadlines and perform time-sensitive tasks
- Maintain a flexible attitude and problem solving approach towards assignments
- Possess excellent written and verbal communication skills
- Have strong technical skills and use MS Word, Excel, PowerPoint, Outlook, Adobe Acrobat
- Conduct legal research using on-line web based research tools and primary and secondary sources in hard copy format
- Demonstrate an ability to work with diverse and demanding clients, with a strong orientation toward customer service, team work, and practical solutions for clients
- Have a desire to learn from and share knowledge with others
- Exercise sound judgment, logical reasoning and discretion
- Maintain strict confidentiality over all client matters and communications and ensure that such information is kept secure and confidential

Candidate should be able to perform a range of administrative duties, including:

- Maintain and organize all client files
- Assist with the coordination of training seminars, conferences, and client meetings

Education and other qualifications:

- Undergraduate degree from an accredited university or college is required
- Coursework in employment law is preferred
- Experience in the human resources field is helpful
- Work experience in an informal and work office setting with direct client interaction preferred
- Position is ideal for a law student or junior lawyer interested in gaining hands-on experience in the employment law field, with the possibility of transitioning into a full time position with the firm

Interested candidates should submit a cover letter, resume, academic transcripts, writing sample(s) and employment references to info@hrlawconsultants.com. Please note that the firm will not respond to submissions by recruiters or headhunters.

The above description is intended to describe the general nature and level of work being performed and is not intended to be an exhaustive list of the duties and skills required.