

POSITION ANNOUNCEMENT
LEGAL INTERN
ST. CHARLES COUNTY PROSECUTING ATTORNEY'S OFFICE

Starting Salary: \$16.19 per hour

The St. Charles County Prosecuting Attorney's Office will be looking for two summer legal interns. The individuals selected will preferably be able to work 28-32 hours per week. The work schedule will be for 9 weeks during summer. This position will run from the end of May to early August 2019.

JOB DESCRIPTION: Under the supervision of licensed attorneys, performs legal research, drafts legal documents and memoranda. Handle under the supervision of licensed attorneys various court hearing, pleas, sentencing and trials. Perform various clerical functions.

REQUIREMENTS: Seeking a law student who possesses a Bachelor degree and has completed at least three semesters of law school by the start of the internship. Eligibility for Rule 13 practice is required. Must possess excellent verbal and written communication skills. Must have a valid driver's license and satisfactory driving record.

TO APPLY: All applications must be submitted only through our Self-Service Website at <http://hr.sccmo.org/hr>. We do not accept faxed, e-mailed or print applications. For your convenience, if needed, terminals are available on site at the HR Dept., 201 N. Second St., Room 522, St. Charles, MO 63301 Monday – Friday 8:00 am – 5:00 pm.

Applications will be accepted on a continuing basis until the position is filled or a sufficient number of qualified candidates have applied.

[RETURN TO APPLICANT PROCESS](#)

St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol free work place. A pre-employment drug screen is required for all positions.