POSITION SUMMARY:

The Summer 2020 1L Law Clerk will have the opportunity to work on actual matters that the attorneys in USAP’s Legal department are currently working on, and in different areas such as corporate governance, employment, M&A/transactions, regulatory, litigation, compliance, data privacy, and cybersecurity, among others. We are seeking applicants who share USAP’s values of fostering diversity and inclusion in the legal profession—applicants of all backgrounds are considered and encouraged to apply—and are interested in gaining corporate legal experience in an in-house corporate environment. A successful law clerk will be solution-oriented and a creative, self-starter and quick learner. Ideal candidates will thrive in a high volume, fast-paced organization and be able to multi-task and collaborate with both legal professionals and business/operations leaders. This full-time position is based in Dallas, Texas.

Additionally, the law clerk may have the opportunity to attend LCLD’s Scholars Summit for all 1L LCLD Scholars nationwide in Atlanta, GA on June 2-4, 2020. Additional information about this opportunity will be shared with the successful candidate. The law clerk will also be invited to participate in LCLD’s law student mentoring program and a variety of other valuable networking and professional development opportunities.

Applicants should provide the following: (i) current resume, (ii) unofficial law school transcript, and (iii) short essay on your interest in the law clerk position and how it aligns with your commitment to diversity and inclusion (500-word max) via USAP’s Career Website. Please direct questions to Recruiter, Alisa Mercado at alisa.mercado@usap.com.

RESPONSIBILITIES:

- Assist in providing substantive legal work in support of the organization under the supervision of the VP, Associate General Counsel (Employment).
- Assist with contract administration system, as well as various related database and file systems.
- Maintenance and tracking of litigation tasks such as Litigation Holds and Releases, Service of Process, and Record requests.
- Assist in reviewing and drafting contracts.
- Ability to quickly learn new technology and software in a fast-paced environment.
- Review and revise organization-wide and practice-specific policies and procedures.
- Other duties and responsibilities as assigned.

QUALIFICATIONS:

- Currently enrolled as a first-year law student in good standing at an ABA-accredited law school with top academic performance.
- High level of proficiency in Microsoft Office.
- Effective oral, written and interpersonal communication skills.
- Consistent, regular, punctual attendance as scheduled.
- Demonstrated professionalism and good judgment.
- Demonstrated attention to detail and organizational skills.
- Ability to excel and contribute in a cooperative team environment.
- Ability to read, write, and speak English.
- Ability to know, understand, and follow USAP guidelines, policies, and procedure.