



Notice of Employment Opportunity

Position Number: K0186897
Location of Employment: Kansas Judicial Center, 301 SW 10th Ave, Topeka, KS 66612
Classification and Grade: Judicial Intern, Grade 29, \$23.70 hourly

Job duties: The Kansas Court of Appeals is offering a summer internship program for interested law students. Employment involves highly responsible confidential legal work for the Kansas Court of Appeals. Emphasis is on research and writing. Interns will work under the supervision of research attorneys and will have opportunities to learn from Court of Appeals Judges. Interns will observe the day-to-day aspects of working for the court and learn how an appeal moves through the court from start to finish.

Interns will have an opportunity to:

- Review briefs and records
- Conduct legal research
- Draft memos and proposed opinions
- Observe oral arguments

Knowledge, Skills, and Abilities: Internship candidates must be motivated to learn about appellate courts, interested in improving legal research and writing skills, proficient in using office technology, and able to maintain a harmonious work environment through professional and courteous behavior.

Required Education and Experience: Applicants must be enrolled in an accredited law school and have completed at least one year by the start of the internship. The court may give preference to applicants with a law school GPA in the top one third of the applicant's class, but the letter of interest will have equal weight in hiring decisions.

Location and Hours: Interns are expected to work 30-40 hours per week at the Kansas Judicial Center and attend all scheduled trainings and programs. Once training is complete, some hours may be worked remotely as determined by the supervising attorney. Students may be able to obtain course credit by making the necessary arrangements with their school. Students cannot have another job in the legal field during the practicum program.

To Apply: Submit a resume, unofficial law school transcript, and cover letter detailing (1) why you would like this opportunity and (2) what you hope to contribute and learn to: **Abby Schieber (she/her) at schiebera@kscourts.org**. Applications due by **January 31, 2025**.

The Americans with Disability Act ensures your right to reasonable accommodations during the employment process. A request for an accommodation will not affect your opportunity for employment with the Judicial Branch. It is your responsibility to make your needs known to the Judicial Branch at 913-715-3307 or TDD users may call through the Kansas Relay Center at TTD line at 711.

The Kansas Judicial Branch is an EEO/AA Employer.

The Kansas judicial branch does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.