

Legal Eagles Need a Wingperson (aka Law Clerk)

Are you a law student who's tech-savvy, people-friendly, and ready to dive in? ALH Law Group is a modern, no-fluff firm looking for a sharp, curious wingperson to join our crew.

What You'll Be Doing:

- Understanding service of process: Drafting documents like subpoenas and notices that require specific service of process. Then, you will handle executing the service (by certified mail, process server, or whatever else is required)
- Communicating with Clients & Courts: You'll make brief calls to clients to gather basic information. Think polite persistence and an engaged approach to ensure we have what we need. You may also need to call the court to understand their specific process on something not made clear through local rules or their website.
- Drafting: Initial drafts of motions, discovery (propounded and responding), probate forms, and more.
- General Legal Sidekickery: You'll tackle a variety of other tasks that keep our firm running smoothly. If it needs doing and helps us focus on the big legal stuff, you're probably on it.

What we're looking for in a wingperson:

- A current law student looking to gain some hands-on experience.
- You possess the ability to handle technology with grace (we use a lot of automations, AI software, and other tech)
- You genuinely enjoy interacting with people and can strike up a friendly (yet professional) rapport.
- You value clear, honest communication.
- You're proactive, eager to learn, and fully engaged in the tasks at hand.

The Pay/Hours:

- \$25 per hour.
- We're open to both full-time and part-time schedules to fit your summer plans. The position ends when school starts, unless it's the right fit for both parties.

If you are interested in applying, answer the form below, send your resume with a brief explanation about how you embody ALH's core-values.