

MACON-BIBB COUNTY GOVERNMENT
PLEASE POST FOR ALL APPLICANTS TO READ

POST DATES: 3/3/2017 until Filled	EEOC CODE:	CLASS CODE:
CLASSIFICATION TITLE: Law Intern		
JOB CLASS (GRADE):		HOURLY RATE: \$10.00
LOCATION: County Attorney	WORK WEEK: M – F	HOURS: 8:30 AM – 5:30 PM
DEPT. HEAD: Judd Drake	() REPLACEMENT	(X) NEW REQUIREMENT

Macon-Bibb County Attorney’s Office
2017 Summer Internship Positions

As of January 1, 2014, the former city of Macon and former Bibb County consolidated into a single governmental entity known as Macon-Bibb County. As a result of consolidation, Macon-Bibb County is currently the fourth (4th) largest county in Georgia. The Macon-Bibb County Attorney’s Office provides legal assistance regarding operations within Macon-Bibb County. Work varies daily and includes but is not limited to: attending commission meetings, preparing and reviewing contracts, drafting ordinances, real estate matters, advising various departments regarding human resource matters, representing Macon-Bibb County in various litigation matters and administrative hearings, etc.

The Macon-Bibb County Attorney’s Office is seeking applications from current law students for two (2) summer internship positions. These positions are funded by the Association County Commissioners of Georgia (ACCG) Civic Affairs Foundation, Inc. Grant. Interns will assist the County Attorney and Assistant County Attorneys in a variety of matters, but work will primarily focus in the following areas:

Macon-Bibb County Policies and Procedures

The former City of Macon and Bibb County merged into a single governmental entity effective January 1, 2014. Macon-Bibb County is in the process of revising its policies and procedures, which address a variety of county employment matters. Said policies and procedures would provide guidance and governance for all Macon-Bibb County employees, with the exception of constitutionally elected officials who have not opted to be covered by said policies and procedures. Areas covered by the policies and procedures include, but are not limited to: drug and alcohol policy, disciplinary actions, employee responsibilities, and use of Macon-Bibb County property. The Law Clerk/ Legal Intern will assist one of the Assistant County Attorneys with identifying, and preparing necessary revisions and/or additions to meet the needs of the county and ensure legal compliance. Based upon these changes or additions, this could also delve into the realm of Title VI, Title VII, or ADA policies. In achieving the goals of this project, the Law Clerk(s) Interns may find themselves working with not only the County Attorney’s Office, but also with the Mayor, County Manager, the Board of Commissioners, Human Resources and other outside organizations that may work in partnership with Macon-Bibb County.

Macon-Bibb County Code of Ordinances

The former City of Macon and Bibb County merged into a single governmental entity effective January 1, 2014. Macon-Bibb County is in the process of revising its Code of Ordinances, which may be viewed online at Municode. Said revisions will entail a variety of sections such as Animals, Business Regulations, Offenses, Parks and Recreation, etc. The Law Clerk/Legal Intern will assist one of the Assistant County Attorneys with identifying, and preparing necessary revisions and/or additions to the Code of Ordinances in order to meet the needs of the county and ensure legal compliance. In achieving the goals of this project, the Law Clerk/Legal Intern may find themselves working with not only the County Attorney’s Office, but

also with the Mayor, County Manager , the Board of Commissioners, and various Macon-Bibb County Department Directors.

In addition to the above two projects, it is expected that at the conclusion of the clerkship /internship, Law Clerks/Legal Interns will be exposed to and given the opportunity to participate in a variety of areas that are handled by the County Attorney's Office. These experiences may include: drafting new resolutions and ordinances for Commission approval, preparing legal documents regarding property transactions, legal research in a variety of areas (i.e. employment, litigation, civil rights, etc.), drafting legal memorandum and correspondence for county attorneys or governmental staff such as the Mayor or County Manager, participating in various meetings such as staff and commission meetings, and interacting with county officials and employees. As a result, the Law Clerk/Legal Interns will leave with experience that is often difficult to obtain prior to gaining full-time employment in a governmental entity law office.

Interns will gain experience in a variety of areas as time permits, and may have other duties assigned.

Qualifications: Applicants must be current law students in good standing. Applicants should have experience conducting legal research; interpreting statutes, ordinances and case law; and have excellent verbal and written communication skills. Applicants should have a high attention to detail; be able to work well as part of a team; have the ability to perform tasks independently; have excellent time management and organizational skills; and work well with a broad range of government and elected officials, as well as members of the public. Experience with computers is a must.

Term: Internships may begin as early as May 1, 2017, and will terminate no later than September 1, 2017. The Macon-Bibb County Attorney's Office recognizes that most law school students will not complete spring final exams until May and has no problem with interns beginning after spring 2017 final exams have been completed. For example, the Macon-Bibb County Attorney's Office would have no objection to interns beginning on June 5, 2017, and ending on July 28, 2017.

Work Hours: Interns will be required to work a minimum of 180 hours, but no more 200 hours total during the internship period. Over an eight (8) week internship, interns would be limited to working 23-25 hours per week. Available office hours are 8:30 a.m. to 5:30 p.m., Monday thru Friday. Interns will be required to maintain a regular weekly schedule once established.

Compensation: Interns will be paid \$10.00 per hour. No benefits.

To Apply: Please complete an application which may be downloaded at www.maconbibb.us by clicking on Employment. You may also pick up an application in person at:

Macon-Bibb Human Resources
682 Cherry Street
Suite 400
Macon, GA 31201

Applications may only be accepted in paper form at this time. In addition to the application, provide a resume, writing sample, copy of official law school transcript, and contact information for at least three (3) professional and/or academic references, **no later than April 21, 2017**. Please return the completed application, resume, writing sample, copy of official law school transcript, and references by mail or email to:

Macon-Bibb Human Resources
P.O. Box 247
Macon, GA 31202

barnett@maconbibb.us