



CHARTER SCHOOL
L A W G R O U P

TITLE: WORK-FROM-HOME, FULL-TIME LAW CLERK

ABOUT US: The Charter School Law Group is a fast-paced and growing charter-school-law-focused law firm founded in 2014. We specialize in meeting the legal needs of charter schools, helping our clients with governance, long-range planning, employment law, education law, crisis prevention, operations, contracts, real estate, financing, taxes, and all the unique situations that charter schools face.

POSITION SUMMARY: We are seeking a full-time Law Clerk, preferably a law student or recent graduate, who is looking to gain legal experience in all our areas of practice with a particular focus on real estate, tax-exempt financing, and nonprofit tax issues. This role works closely with our legal team and staff and reports to the Managing Attorney. We prefer that the Law Clerk lives along Colorado's Front Range; however, this role will be performed primarily from home. Pay will be based on experience, credentials, and law license, if any.

OUR VISION, MISSION, AND CORE VALUES:

VISION: *"To champion educational choice by supporting the legal and strategic needs of charter schools."*

MISSION: *"To understand the unique needs of charter schools and provide innovative legal solutions to help our clients succeed."*

CORE VALUES:

- ✓ *Innovation*
- ✓ *Open & Clear Communication*
- ✓ *Outstanding Service Culture*
- ✓ *Respect & Value One Another*
- ✓ *Synergy*
- ✓ *Trust & Autonomy*
- ✓ *Belief in Our Clients' Mission*
- ✓ *Work-Life Design*

ABOUT THE ROLE:

To be successful in this role, applicants must have the education, skills, and experience to perform the following tasks.

1. Write routine and complex documents for both internal and external use.
2. Conduct legal research.
3. Assist the Managing Attorney with real-estate and public-finance transactions.
4. Assist the Managing Attorney with nonprofit tax issues.
5. Assist all members of the firm with a variety of tasks as needed.

ABOUT YOU:

Applicants must possess the following critical strengths:

1. A commitment to fighting for the rights of families to make educational choices for their own children.
2. Self-motivated and able to work independently.
3. The desire to work with charter schools.
4. Ethical, honest, and good-humored.
5. Entrepreneurial spirit, eager to turn obstacles into opportunities and seek out opportunities and resources in unexpected places.
6. Excellent interpersonal, organizational, and time-management skills.
7. Excellent oral and written communication skills.
8. Strong attention to detail, including proofreading.
9. Able to pass a background check for admission into public schools.
10. Able to travel to the Monument/Black Forest area of Colorado for meetings at least once per month and travel throughout Colorado as needed.
11. Able to attend events with networking opportunities.

WHAT WE OFFER:

1. Healthcare benefits.
2. Paid time off.
3. Monthly internet and cellphone reimbursement.

CONDITIONS OF EMPLOYMENT:

1. All offers of employment are conditional, based on a successful background and reference check.
2. The selected applicant must have a dedicated office space free from distractions and space to securely store office equipment and documents.
3. We may choose to contact work references other than those specified on your application.
4. The position may require work outside of normal office hours.
5. The position will be at-will.
6. As required by the Immigration Reform and Control Act, the selected applicant must verify, within 72 hours of employment, his/her legal right to be employed in the United States.

APPLICATION PROCESS:

1. Submit a cover letter explaining why you want to work for us, detailing your interest in working with charter schools.
2. Attach your resume.
3. Attach a writing sample or project.
4. Submit your application materials to Stacy Godby at stacy.godby@charterschoollawgroup.com.
5. Applicants must be able to start work within two (2) weeks of being offered the Law Clerk position; however, we will provide more flexibility during government shutdowns related to COVID-19.

INTERVIEW AND ASSESSMENT PROCESS:

Stage 1: Applicants will have a short interview with the Firm's Managing Attorney using Microsoft Teams video conference ("Teams Video").

Stage 2: Applicants who advance beyond Stage 1 will be required to complete a proctored writing and proofreading test using Teams Video.

Stage 3: Applicants who perform proficiently in Stage 2 will be interviewed by multiple members of the Firm using Teams Video.

Stage 4: Applicants advancing from Stage 3 will be required to complete an Clifton Strengths Online Assessment.

Stage 5: After completing Stage 4, applicants may be required to complete an additional writing test and an additional interview with multiple members of the Firm, also through Teams Video.

REQUIRED PHYSICAL ACTIVITIES:

WORKING ENVIRONMENT:	SELDOM	OCCASIONAL	FREQUENT	WORKING ENVIRONMENT:	SELDOM	OCCASIONAL	FREQUENT
Driving			X	Visual Acuity: Near			X
Crawling or Kneeling	X			Visual Acuity: Far			X
Bending		X		Hearing			X
Walking/Uneven Surfaces		X		Speech			X
Working Alone			X	Eye/Hand Coordination			X
Work with Others			X	Travel:		National	Local
MOVING HEAVY ITEMS:	SELDOM	OCCASIONAL	FREQUENT	OPERATING MACHINERY:	SELDOM	OCCASIONAL	FREQUENT
Lifting/Lowering	> 25 Lb	20-25 Lb	0 – 20 Lb	Computer & Mouse			X
Carrying	> 25 Lb	20-25 Lb	0 – 20 Lb	Telephone			X
Pushing/Pulling	> 25 Lb	20-25 Lb	0 – 20 Lb				