Office of the City Attorney – Internship

P.O. Box 60, Abilene TX|325-676-6251

**Overview**

As the City’s lawyers, the Office of the City Attorney engages in three major activities. First, we prosecute violations of the State’s laws and the City’s Code of Ordinances. Second, we provide legislative counsel by drafting and revising the City’s Code of Ordinances and advising the City Council and City Boards and Commissions. Third we provide general legal counsel and representation to the City through drafting documents, advising City officials and managers on compliance with the law, representing the City in court, negotiating on the City’s behalf, and otherwise using legal procedures to support and defend the lawful decisions of City officials and agencies.

**Duties**

Students will assist in the daily functions of the office, assist with documents and other services. Students may focus on area of interest to them and work with the lawyers assigned to that area.

**Time Commitment**

Internships are available semesterly with two summer sessions and three Interim Terms (May, June or Christmas Break). The internship is Unpaid, and requires 10 hours a week in the office.

**Application and Qualifications**

Students do not have to in a Political Science major to apply, any major is welcome. Student must obtain a referral from a professor and complete an interview with the entire City Attorney’s staff before acceptance to the program. Complete the application on the back and submit to the History Department along with a professor’s referral and an interest statement.

For more information on the office please visit: [City Attorney’s Office](http://www.abilenetx.com/Legal/)

Office of City Attorney - Internship Application

Date: Name:

(Last) (First)

Banner ID# : Classification/Major:

ACU Email: Phone Number: ­­­­­­­­­

**Interest Statement**

Please respond to each question with a short paragraph:

1. What aspect of law interests you the most?
2. What do you hope to learn from working with the Office of the City Attorney?
3. What experience or skills make you a good candidate for this position?
4. How will this experience help you achieve your goals after you graduate?

Signature:

Please submit completed application to the History Department (ADM324)