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## **Internship Announcement**

### **LAW STUDENT INTERNSHIP ANNOUNCEMENT**

#### **Legal Intern – Office of General Counsel**

**Agency:** San Joaquin County Employees' Retirement Association (SJCERA)

**Project Focus:** Public Pension Law, Fiduciary Governance, and Legal Research

**Type:** Unpaid Law Student Internship (for academic credit or legal experience)

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#### **Summary:**

The San Joaquin County Employees' Retirement Association (SJCERA) is seeking a motivated and responsible law student to serve as a Legal Intern in the Office of General Counsel. This internship provides hands-on experience in public pension law, fiduciary governance, administrative procedures, and public sector legal operations.

SJCERA administers retirement benefits for employees of San Joaquin County and other participating public agencies under the County Employees Retirement Law of 1937 (CERL). The Legal Intern will work closely with the General Counsel on matters involving legal compliance, Board governance, and statutory interpretation.

This is an excellent opportunity for students interested in public law, administrative law, or a career in government legal practice.

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#### **Intern Responsibilities & Learning Objectives:**

- Conduct legal research and draft internal memoranda on statutes, case law, and regulatory guidance affecting public retirement systems.
- Assist in the review of Board policies, contracts, ongoing family law matters, and legal correspondence.
- Support the General Counsel in preparing for monthly Board of Retirement meetings and committee work.
- Gain exposure to fiduciary duties, conflict of interest laws, and open government requirements (e.g., the Brown Act and Public Records Act).
- Observe real-world legal problem-solving within a public agency setting.
- Strengthen legal research, writing, and analytical skills in a public sector context.

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## **Requirements & Qualifications:**

- Current law student (2L, or 3L preferred) in good academic standing at an accredited law school.
  - Strong interest in public law, administrative law, or government ethics.
  - Excellent legal research and writing skills.
  - Professionalism, discretion, and attention to detail.
  - Ability to follow direction and work independently.
  - Commitment to maintaining confidentiality and ethical standards.
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## **Eligibility:**

- Must be a current law student eligible for unpaid internships.
  - May be eligible to receive academic credit through your law school's internship or field placement program.
  - Availability to commit approximately 10–20 hours per week during the academic term (flexible scheduling based on availability and school obligations).
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## **Desired Qualifications:**

- Coursework or interest in administrative law, public employment law, or pension/benefits law.
  - Experience with legal research tools (e.g., Westlaw, LexisNexis).
  - Desire to pursue a career in public service or government legal practice.
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## **Benefits:**

- Direct mentorship from the General Counsel of a public retirement system.
  - Practical legal experience in a specialized and impactful area of public law.
  - Networking opportunities with legal and executive staff in local government.
  - Academic credit (if arranged through your law school).
  - Participation in Board of Retirement meetings and legal advisory discussions.
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## **Schedule & Compensation:**

- Unpaid internship.
- Flexible part-time schedule (10–20 hours/week) during the academic semester.

- Start and end dates negotiable.
  - May qualify for academic credit depending on law school policies.
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## **How to Apply:**

Please submit the following materials via email to: [aaronz@sjcera.org](mailto:aaronz@sjcera.org)

Subject Line: "**Legal Internship Application – SJCERA**"

- Resume
- Cover Letter describing your interest in public sector law and this internship
- Writing sample (legal analysis or research memo preferred)
- Unofficial law school transcript

*Applications are accepted on a rolling basis. Early applications are encouraged. Interviews will be conducted for selected applicants.*