

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

**UPO is committed to** attracting and retaining outstanding and diverse staff who will enhance our engagement and **service** in our communities.

**The Office of the General Counsel is seeking an energetic and experienced individual to join our in house legal office. The ideal candidate must possess strong research and writing skills with an attention to detail, be a team player and able to work independently with minimal supervision. This future employee will be expected to deliver a high level of customer support and service. The final candidate will need to have the right complement of skills and personality.**

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at [www.upo.org](http://www.upo.org) to view all of our vacancies and to learn more about our organization and services.

**POSITION:** Law Clerk  
**OFFICE/DIVISION:** Office of the General Counsel  
**BULLETIN No:** 09112021  
**SALARY RANGE:** (Commensurate with experience)  
**OPENING DATE:** 11/9/2021  
**CLOSING DATE:** Open until filled  
**FIRST SOURCE:** N/A

**MAJOR DUTIES:**

Supports OLA attorneys and Director of Contracts by assembling and organizing information for legal documents; research applicable laws to support/include with case materials; assembling case materials; writing reports and memoranda. Coordinate Records Retention and Destruction Policy Procedures, Maintain Tracking Log, prepare/update reports (e.g., PMR), and draft correspondence.

**BRIEF DESCRIPTION:**

Prepare letters, memoranda, e-mail and other correspondence and promotional materials for the office under the direction of the Vice President of Legal Affairs. Prepare various routine reports, perform research (E.g., Uniform Guidance, grant and contract agreements) for the office, and maintain relevant files. Prepare legal drafts by assembling and organizing information for legal forms and documents, including complaints, declarations, discovery requests, responses, and other pleadings. Research law by studying laws, statutes, constitutions, regulations, court opinions, including precedents and reasoning, and trends using standard print texts and computers; prepare legal memoranda. Assemble case materials by collecting, organizing, and summarizing information, documents, reports, and evidence. Monitor client tracking and documentation of performance outcomes (e.g., KPI maintain case tracking). Prepare for trial by preparing trial briefs, exhibits, subpoenas,

**Vacancy Announcement**  
**Law Clerk**  
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evidence, and motions. Maintain office calendar by entering and updating requirements, court dates, and meetings. Liaison for Contractors and OLA on an as needed basis

**MINIMUM QUALIFICATIONS:**

**(The candidate must have the qualifications listed in this section to be considered for the position).** Three years of law school and at least 2 years of experience in a law clerk or legal intern position. Excellent working knowledge of MS Office 365 (Word, Excel, Outlook and Power Point) and ability to use/learn electronic time-keeping program (ADP).

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds

**DESIRED QUALIFICATIONS:**

Juris Doctorate's degree and 3-4 years of experience in a law clerk or legal intern position. Proven excellent communication, reception, office equipment and information technology skills.

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, and pre-employment drug screening as applicable for the position.

**This position IS NOT covered under the collective bargaining agreement.**

To apply for this position, please submit your cover letter and resume [Apply Here](#)

**ALL VISITORS TO UPO FACILITIES**

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities**