The Arizmendi Law Firm commits its partners, associates, and professional staff to effectively and ethically representing the interests of its clients. With practice areas in business law, corporate representation, and estate planning, our experienced attorneys offer proven results. We are professionals serving professionals, including members of the business and Hispanic communities. Arizmendi Law Firm is committed to creative approaches and early resolution to our clients' legal matters.

**Job Description:**

Arizmendi Law Firm, is looking for junior level corporate associates. Superior academic credentials, excellent verbal, and written and interpersonal skills required.

**Qualifications**

* Awaiting results of the October 2020 Bar Exam.
* Completion of law school with LLB or JD. Special license to practice before a particular board or federal court may be necessary.
* Experience and ability appropriate to the level of cases or matters.
* Strong academic credentials, excellent writing, research, and communication skills.
* Ability to prioritize and perform multiple tasks with attention to detail.
* Effectively and independently manage projects and cases in a strong team environment.

**Skills**

* Fully Bilingual in English and Spanish.
* Able to conduct research using various research tools, including the Internet, Pacer, Google Scholar and FindLaw.
* Advanced level of experience in Microsoft Office and Adobe Acrobat.
* Communicative and Writing skills.
* Legal Research.
* Legal Drafting.
* Case Management.
* Proficient with Windows.

Please apply if you have taken and are waiting for the results of the October 2020 Bar Exam with employment law experience, a great work ethic, and a positive attitude. Please email [rfalaw@gmail.com](mailto:rfalaw@gmail.com) with a resume.

**Job Type:** Part-time

**Pay:** Non-paid Internship, pay contingent on passing the bar exam

**Schedule**: Monday to Friday

**License:** JD Required, Must have taken the October 2020 Bar Exam

**Work Location:** Mission Valley; Non-Remote