



### **Great North Innocence Project Job Description: Intake Law Clerk**

The Great North Innocence Project is seeking a motivated and dedicated law student for the volunteer position of Law Clerk. The stipend-eligible position requires a commitment of 10 hours per week in-person, at the Great North Innocence Project office located within the University of Minnesota Law School in Minneapolis, Minnesota.

### **Organizational Summary:**

The mission of the Great North Innocence Project is to free the wrongfully convicted and prevent future wrongful convictions from occurring in Minnesota, North Dakota, and South Dakota. Founded in 2001, the Great North Innocence Project provides legal representation to people wrongfully convicted or incarcerated for crimes they did not commit. The Great North Innocence Project also educates attorneys and other criminal justice professionals on best practices, educates the community on wrongful convictions, and works to reform the criminal justice system to prevent innocent people from going to prison. The Great North Innocence Project is a founding member of the Innocence Network, an international group of nonprofit organizations, law schools, public defender offices, and law firms who share our goals.

To learn more, visit [www.greatnorthinnocenceproject.org](http://www.greatnorthinnocenceproject.org)

### **Role, Purpose & Responsibilities:**

The intake law clerk will work under the direct supervision of the Advancement and Operations Coordinator and the legal team. The law clerk will be GNIP's intake specialist. Duties will include the following: answering and processing mail and email; fielding and making calls; applying initial application screening criteria to requests for legal help; passing on applications to legal staff for review and investigation; corresponding with people applying for our services as well as their loved ones as applicable; and creating Salesforce profiles for applicants. GNIP utilizes a Salesforce database and has a variety of processes in place that the Clerk will use to accomplish these tasks.

The clerk will do some data entry, scanning, and updating of information in our database as needed, and maintaining, updating and organizing confidential documents and other files. The clerk may draft legal documents as needed. The clerk may work on specific case-related materials by organizing files, gathering documents, locating witnesses, etc. The clerk may have the opportunity to assist with the management of communication and fundraising initiatives. The clerk may also assist in education or policy projects by researching issues, organizing information, preparing written documents, outlines, and agendas for scheduled meetings.

The clerk must be able to work in person at our office during GNIP's normal office hours. The clerk should be prepared to come to our office (at least) two times per week to process applications and legal mail. The clerk is expected to work a total of 10 hours per week.

**Qualifications:**

- Current law school student
- Knowledge of and proficiency in Microsoft Word, Xcel, and Westlaw required
- Familiarity with Salesforce preferred
- High level of attention to detail and accuracy, outstanding organizational, time management, and problem-solving skills
- Reliable, flexible, detail oriented and open to feedback
- Ability to work in the GNIP office at the University of Minnesota Law School in Minneapolis
- Sensitivity and commitment to diversity and the ability to work respectfully with people of all cultures, backgrounds, and work styles

**Stipend**

GN-IP offers a \$1,000 stipend for each term employed: summer, fall, and spring. *Preference will be given to applicants who can work for the summer and throughout the entire school year (summer, fall, and spring terms).*

**To Apply:**

Send résumé and a brief statement of interest, including the date you can start, via e-mail to [ymonteshuerta@gn-ip.org](mailto:y monteshuerta@gn-ip.org). Applications will be accepted until the position is filled.

**Workforce Diversity & Equal Opportunity:**

The Great North Innocence Project considers the diversity of its workforce to be vital to our organization's success in meeting its mission. We strongly encourage applicants from all cultures, races, educational backgrounds, life experiences, socio-economic classes, sexual orientations, age, gender, and physical abilities to apply. Individuals with personal connections to the criminal legal system are strongly encouraged to apply.

As an Equal Opportunity Employer, it is our policy not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, national origin, age, disability, familial status, marital status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status, or any other category protected by law.