

Summer 2025 Law Clerk

Jacobs Law is an Atlanta area law firm practicing Estate Planning, Estate Administration, and Business Law. We specialize in advanced trusts and tax planning for high-net-worth individuals and business owners. We take a holistic approach to estate planning through collaboration with clients' financial advisors, CPAs, and business advisors to ensure proper execution of goals for end-of-life and business planning.

Position: Law Clerk

Location: Sandy Springs, Georgia

Duration: Summer 2025 (Flexible start and end dates)

Hours: 30 hours per week

Compensation: \$25/hour

Join us at Jacobs Law for an enriching and rewarding summer experience where you will have the opportunity to contribute to meaningful legal work and gain valuable insights into the practice of estate planning, estate administration, and corporate law. We look forward to reviewing your application!

Responsibilities:

- Conduct legal research on a wide range of estate planning, estate administration, and corporate law issues.
- Review and analyze legal documents such as contracts, agreements, and court filings.
- Assist with the preparation and filing of legal forms and documents.
- Draft legal documents, including wills, trusts, powers of attorney, and corporate agreements under the supervision of an attorney.
- Perform administrative tasks, such as organizing files and maintaining case management systems.

Qualifications:

- Currently enrolled in an accredited law school and in good academic standing.
- Bachelor's Degree or prior work experience in finance or accounting is preferred.
- Strong interest in estate planning, estate administration, and corporate law.
- Excellent research, writing, and analytical skills.
- Demonstrated ability to work both independently and collaboratively.
- Professional demeanor and effective communication skills.
- Previous experience or coursework in estate planning or corporate law is preferred but not required.
- Prior experience in a law firm or legal setting preferred, but not required.

Application Process:

To apply for the Law Clerk position at Jacobs Law, please submit the following documents:

- Cover letter indicating your interest in the position and relevant experience.
- Resume highlighting your education, work experience, and any relevant coursework or achievements.

- Law school transcript (unofficial copy is acceptable).
- Writing sample demonstrating your research and writing abilities

Please email all documents to **admin@gjacobslaw.com** with the subject line "Summer 2024 Law Clerk Application - [Your Name]". Selected candidates will be invited for an interview.

Application Deadline: March 1, 2025

At Jacobs Law, we value diversity, inclusion, and equal opportunity. We encourage applicants from all backgrounds to apply, including individuals from underrepresented groups.