# **ASUC Student Legal Clinic**

# **New Caseworker Application 2017-2018**

Thank you for your interest in the ASUC Student Legal Clinic. As a caseworker-intern, you will work to assist members of the Berkeley community in legal matters on a case by case basis. This is a yearlong undertaking, and one in which you will learn to comprehend and deconstruct the client’s concerns, research the legal issue at hand, and compile a report of findings. Caseworkers will be able to give clients a better understanding of their position within the legal system. Our most common cases involve criminal procedure, rent law, family law, small claims, consumer issues, tax law, traffic tickets, and alcohol and drug violations. In the spring, caseworkers will participate in the Volunteer Income Tax Assistance (VITA) program offered by the United States Internal Revenue Service (IRS). Under this program, all caseworkers will be certified to prepare and file income tax returns on behalf of community members. We provide this free income tax assistance for low-income adults and students within the Berkeley area, and partner with various other VITA sites in the region.

During the course of your internship, you will have the opportunity to learn and/or engage in the following:

* Comprehensive legal research
* Community resource and legal options counseling
* Methods of campus and community outreach
* Interpersonal skills on individual and group levels
* General knowledge about the legal system
* How to educate others about legal issues affecting their lives
* Basic knowledge of income tax preparation and filing

The following is a list of minimum requirements for interns:

* Hold 4 office hours per week
* Attend a biweekly meeting (every two weeks)
* Participate in publicity as needed
* Complete all casework and projects undertaken
* Be prompt in communication with fellow caseworkers, clients, and officers
* Obtain Basic VITA certification before the Spring Semester (we will train you, don’t worry!)
* Provide comprehensive income tax assistance during normal office hours before the spring tax deadline

**Application Instructions**

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| Please email your **1) application** (found below) **2) schedule of availability for the fall semester,** and**3) one-page resume** to asuclegalclinic@gmail.com by **11:59pm on September 19, 2017.** If selected for an interview, you will be notified via e-mail by **8pm on September 21**.Interviews will take place on **September 23** and **September 24**. No other interview times will be offered. Please keep as much time available as possible. We will send out a sign-up schedule to those selected for an interview.If you are interviewed and then selected to be a caseworker you will be notified via email by **8pm on September 25**. |

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# **Application**

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| Full Name |  |
| Major |  |
| GPA\*  |  |
| Expected Graduation |  |
| Cell Phone Number |  |
| Email Address |  |

\* If you are a first-year, please list your high school GPA

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| 1. What can you contribute to the ASUC Student Legal Clinic? (Prior work experience, personal characteristics, etc.) (300 words max) 2. Describe one experience where you have either displayed or acquired skills which make you right for this job. How do you feel that specific experience would help you in the position? (300 words max) 3. What do you think the role of a legal clinic on campus should be? What would you personally do to assure that this role is actualized? (300 words max) 4. Describe one interesting thing about yourself. How would this one thing make working with you enjoyable? (100 words max)5. Are you taking on other commitments this school year? If so, please explain. Also, please indicate how many units you are taking this semester. |

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## **Availability**

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| Please attach a schedule of availability for the fall 2017 semester, Monday through Thursday between the hours of 10am to 5pm and Friday 10am to 3pm. |

## **Resume**

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| Please attach a one-page resume. |