



JOIN OUR TEAM

LAW CLERK

Bracy Law, P.C. is seeking a dedicated and detail-oriented Law Clerk to join our team! If you're a law student or recent graduate looking for hands-on legal experience in a dynamic and client-focused firm, this is the perfect opportunity.

RESPONSIBILITIES

- Conduct legal research and draft memoranda
- Assist with case preparation and document review
- Draft legal correspondence and pleadings
- Support attorneys with client meetings and court filings
- Perform administrative and clerical duties as needed

QUALIFICATIONS

- Current law student or recent graduate
- Strong research, writing, and analytical skills
- Detail-oriented with excellent organizational abilities
- Ability to handle confidential information with professionalism
- Proficiency in Microsoft Office and legal research databases

HOW TO APPLY

Interested candidates should submit a resume, cover letter, and a writing sample to **careers@bracy.law**.

Applications will be reviewed on a rolling basis. Join us at Bracy Law, P.C. and gain valuable legal experience while making a difference!



PAY

\$25/hour

LOCATION

San Bernardino

HOURS

**PART-TIME/
FLEXIBLE**