

# Clerkships at Civic Legal



## ABOUT US

Civic Legal is an award-winning law firm in West Perth with in-depth knowledge of the Local Government, Commercial and Insurance sectors.

We are located in the leafy green surrounds of West Perth, across the road from Kings Park and a short walk or bus ride away from Perth CBD.

Our firm is both small enough to be responsive and large enough to tackle substantial legal projects. We set ourselves apart by striving to provide clear and strategic legal solutions.

## CLERKING WITH US

As one of our clerks, you can expect to:

- Work two to three days per week while completing your studies
- Experience working in different sectors across the firm
- Work closely with our senior lawyers
- Develop your practical legal skills
- Complete real legal work such as drafting, attending client meetings, and attending court
- Attend in-house professional development seminars
- Have the flexibility to reduce hours for study leave

***“A clerkship at Civic Legal is a great opportunity to experience a diverse range of work in a supportive environment. The lawyers provide detailed background briefs, clear instructions and comprehensive feedback that has enabled me to grow in competency and confidence in completing legal tasks.” – Lucy, current law clerk***



## OUR CULTURE

We are a close-knit community that are motivated to produce excellent work and create an excellent workplace. We think outside the box and are always willing to explore new ideas and opportunities.

We value diversity and this can be seen in our team and through our attitude towards flexible working arrangements.

## PRO-BONO AND COMMUNITY ENGAGEMENT

We care about our pro bono practice and are proud of our support for not-for-profit groups.

We have actively sought opportunities to partner with organisations to provide pro bono legal advice and to effectively support community groups. A copy of our pro bono policy is available on our website.



## HOW TO APPLY

If you are a law student in your penultimate or ultimate year of study with an excellent academic record, you can submit an expression of interest at any time. You may then be considered if a vacancy arises.

Please send your academic transcript, CV and Cover Letter to [careers@civiclegal.com.au](mailto:careers@civiclegal.com.au) with the subject line “**Expression of Interest: Law Clerk**”. Your cover letter should address why you want to work at Civic Legal and how you will be a good fit.

## INTERVIEW PROCESS

If we have a vacancy you may be invited to an interview with our Recruitment Officer. A second interview will generally involve the Managing Principal and Recruitment Officer.

An interview is an opportunity for you to get to know us and us to get to know you. You should come to the interview prepared to answer questions about why you want to work for Civic Legal and how you are a good fit for the firm.

