



City of Dallas

INTERNSHIP

The Dallas City Attorney's Office is located in downtown Dallas at Dallas City Hall, 1500 Marilla Street. With over 100 attorneys, the Dallas City Attorney's Office is one of the largest municipal legal departments in the nation. Every year, the Dallas City Attorney's Office handles hundreds of lawsuits and other civil adjudicatory proceedings that are filed by or against the city. Additionally, the Dallas City Attorney's Office handles cases involving violations of city ordinances and state laws that are filed in municipal court. The office also drafts numerous contracts, ordinances, and resolutions and advises the city council, the city manager, boards and commissions, and all city departments on legal issues.

This year, the Dallas City Attorney's Office is offering two hybrid (remote and in-person) paid internship sessions. The first session is from June 3, 2024, to June 28, 2024, and the second session is from July 8, 2024, to August 2, 2024. The Dallas City Attorney's Office is looking for four currently enrolled law students to serve as interns for each session.

Students will be assisting on projects in one or more areas of the office: Municipal Prosecution, Community Prosecution/Community Courts, the General Counsel Division, and the Litigation Division. The internship is designed to provide exposure to a variety of legal practices within a major local government. The issues that students may encounter include zoning and land use, employment law, interpreting statutes and ordinances, open meetings requirements, and public information requests. The internship will include legal research and writing, as well as some exposure to virtual and/or in-person court proceedings and board and commission meetings. Interns will be assigned a mentor to help navigate through the program and serve as a valuable resource.

APPLICATION

Please submit a resume, cover letter, an unofficial transcript, and a writing sample to William Herndon at attresumes@dallas.gov. Top 50 percent preferred. The deadline to submit the information is March 29, 2024.

NON-DISCRIMINATION POLICY

The City of Dallas is an equal opportunity employer. The city prohibits discrimination based on an individual's race, color, age, religion, sex, marital status, sexual orientation, gender identity and expression, genetic characteristics, national origin, disability, military or veteran status, political opinions, or affiliations. Dallas, Tex., Code § 34-35.