

Law Student Opportunities

Division of Legal Support and Technology

Law Practice Support Section



This is an excellent position for a student who wants a part-time job during the day that will provide valuable work experience. Positions are located in Sacramento, San Francisco, San Diego, and Los Angeles. You will work a minimum of 20 hours per week between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Students in the Law Practice Support Section are hired into the temporary classifications of Student Assistant (\$7.86—\$10.47) or Graduate Student Assistant (\$9.69—\$12.31), classification and rate dependent on college units completed. You will receive paid sick leave and vacation.

As a document analyst, you will assist attorneys and staff of the Department of Justice with complex and controversial litigation cases. You will review and analyze litigation documents, including reports, correspondence, transcripts, depositions, and pleadings, and code specific information about the documents into a computerized litigation support database. You will have the opportunity to use litigation support databases/software such as e-transcript binder, Concordance, Litigator's Notebook, and civil and criminal law brief banks.

Desirable qualifications include the ability to: analyze complex documents in order to determine relevant information for coding into the database; write clearly, using the proper grammar and syntax; summarize information about a document; compare documents to criteria established for each case; perform quality control of database information; and, demonstrate good keyboard skills.

You must be enrolled in at least six (6) semester units of study. Applications will be screened and only the most competitive applicants will be contacted. Once hired, student will be asked to provide official transcripts.

How to Apply:

Students interested in applying should email (preferred), mail or FAX a State Application Form (Std. 678) and resume to:



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