

Job Description

Title: Legal Intern

Reports To: Laws Manager

FLSA Status: Non-Exempt

Employment Status: Full-time, Temporary



About HRAnswerLink

We started with a simple idea: every organization, no matter how small, deserves great HR. At our core, we believe in helping our clients create great places to work.

Because of that, we take pride in doing the same within our own company -- a collaborative, creative, and innovative firm headquartered in downtown Portland. Repeatedly recognized as one of the 100 Best Companies to Work for in Oregon, we embrace creativity and fresh ideas and encourage each employee to make a positive impact on the company and our clients every day.

Job Summary

The Legal Intern will assist in a major project that involves rewriting the laws section content of our website. The laws section contains several thousand landing pages with summaries of individual state and federal employment laws. Our goal is for the content of these pages to be wholly original. To this end, the Legal Intern will use the internet to research the laws summarized on these pages and write a precise but plain English replacement summary of each law. Our diverse clientele must be able to understand the law from the summary without additional explanation. This project is already underway and the Legal Intern will be expected to write in a style consistent with the work that has already been done.

The Legal Intern will work alongside and report to the Laws Manager, who will provide guidance, approve and adjust language, and be available to assist in decoding more complicated statutes and regulations.

This position is intended to be full-time for approximately 11 weeks between mid-May and early August, but may continue part-time depending on the status of the project and the success and continued availability of the Legal Intern.

Essential Duties and Responsibilities

- Search for and find relevant state and federal employment laws, including statutes, codes, regulations, rules, government-issued guidance, local ordinances, and relevant case law
- Accurately interpret the above-mentioned laws and guidance
- Quickly synthesize information in a manner that is both accurate and easy to understand
- Communicate regularly with the Laws Manager regarding the status of the project, the way information should be presented, and any laws or regulations that may require or benefit from a second opinion
- Perform other duties as assigned

Qualifications

- Experience reading and interpreting statutes
- Demonstrated ability to translate statutes into plain language
- Strong writing skills, including exceptional spelling and grammar
- Ability to accept constructive criticism and use it going forward
- Familiarity with Microsoft Office Suite

Preferred Qualifications

- At least one year of law school
- College-level or professional editing or copywriting experience
- Deep appreciation for the Oxford comma

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this job, the employee is regularly required to effectively communicate via chat/messaging systems and email. The employee is frequently required to remain in a stationary position and occasionally required to move from one location to another, inside or outside of the office. The employee is required to constantly use computer and office productivity equipment such as a desktop computer, laptop, and printer, as well as computer software such as the Microsoft Office Suite. The employee must frequently move up to 10 pounds. The office has an open floor plan and the noise level in the work environment is usually moderate.

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