LIZETTE P. BENITEZ, ESQUIRE

THE TRAFFIC LAW FIRM

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Legal Assistant Internship Opportunity

Duration and Hours of Internship
Part-time internship (20 hours per week), with flexible scheduling during standard business hours. Minimum commitment of one academic semester.

Location
Hybrid Remote and in office

Class Level/Major Sought
Undergraduate or graduate students majoring in Criminal Justice, Paralegal Studies, Political Science, Pre-Law, Legal Studies, or related fields. Students enrolled in a Paralegal Certificate Program are strongly encouraged to apply.

Internship Objective
This internship provides hands-on experience in a fast-paced criminal defense and traffic law practice. Interns will gain exposure to case management, legal correspondence, client communication, and court-related procedures. The objective is to develop practical legal skills, strengthen professional judgment, and build familiarity with the workflow of a functioning law office. Interns will work closely with attorneys and legal staff to support active cases and administrative operations.

Duties or Tasks Performed

- Assist with drafting legal correspondence, notices, and client communications.
- Prepare, organize, and maintain case files, exhibits, and supporting documentation.
- Conduct basic legal research related to traffic, criminal, and administrative matters.
- Review and summarize court records, citations, and client documents.
- Support attorneys with hearing preparation, scheduling, and follow-up tasks.
- Communicate professionally with clients, court personnel, and external agencies.
- Assist with data entry, file management, and office administrative tasks.
- Monitor case deadlines and ensure timely submission of required documents.

Job Specifications, Standards and Requirements

- Currently enrolled in a relevant academic program (Criminal Justice, Paralegal Studies, Legal Studies, etc.).
- Strong written and verbal communication skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Excellent organizational skills and attention to detail.
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Proficiency with Microsoft Office and basic document formatting.
- Professional demeanor, reliability, and willingness to learn.
- **Bilingual (English/Spanish) required.**

Non-Essential Functions

- Assisting with general office errands, such as scanning, copying, or mailing documents.
- Supporting occasional special projects or administrative initiatives as assigned.
- Ability to be on call when emergencies or time-sensitive matters arise.

GOAL IS TO BECOME A PART OF OUR TEAM AS A PAID EMPLOYEE