



Available Internship Form

Employer/Organization Information

Business/Organization: Silvey & Associates

Address: 425 E. High Street, Jefferson City

Industry: Legal

Website: <http://silveylegal.com/home.html>

Contact Person

Contact Name: Angela Silvey

Title: Owner/President

Phone: 816-565-1969

Email: angela@silveylegal.com

Internship Information

Internship Job Title: Legal Assistant

Location of Internship: 425 E. High Street, Jefferson City

of Positions Available: 1

Internship Start Date: May 2019

Internship End Date: August 2019

Internship Hours: 8:30 a.m. – 5:00 p.m.

of hours per week: Any

Compensation (Unpaid, Hourly, Wage, Other): Unpaid

Dress Code: Business Casual

Job Description: Assist office paralegal with secretarial duties. Accompany attorney to court and help with Trial preparation.

Skills Required: Be organized, punctual, good communication skills and able to not disclose confidential information.

What will students gain from this particular internship?

Any student looking to see if they would like to get into the legal industry will get a full look at the duties of a paralegal and an attorney.