

LAW CLERK
(May 2012 – April 2013)

Bowditch & Dewey, LLP, ranked among the largest law firms in Massachusetts, has an opening for a part-time Law Clerk in the Framingham office starting in mid-to-late May 2012 (30-40 hrs/wk during the summer) through April 2013 (15-20 hrs/wk during the school year). Responsibilities include assisting with the administration and management of various estates and trusts, including drafting of estate planning documents; preparation and filing of probate documents related to estates and the various forms of guardianships; preparation of Crummey letters; filing of gift and estate tax returns and fiduciary income tax returns; and management of trust investments. Seeking applicants who are currently 2nd year law students with an interest in the Trusts and Estate field. Qualified candidates should have very strong mathematical and organizational skills; have taken or are planning to take a course in Estate and Gift Tax next semester.

Dedicated to Diversity: Bowditch & Dewey focuses on inclusive hiring of those candidates having excellent skills with a broad range of experiences, knowledge and perspectives. Diversity within the Firm promotes an open and mutually respectful workplace and the delivery of superior service to its clients.

Please submit cover letter and resume to:

Human Resources Department
Bowditch & Dewey, LLP
311 Main Street
P.O. Box 15156
Worcester, MA 01615-0156
Fax: (508) 929-3164
E-mail: Recruiting@bowditch.com

Equal Opportunity Employer