



VGSO SEASONAL CLERKSHIP PROGRAM 2016

The Victorian Government Solicitor's Office (VGSO) provides strategic advice and practical legal solutions to the Victorian Government and its statutory authorities.

By participating in the Clerkship program you will acquire insight into a career in government law, meet our people, experience our collegiate and professional culture and understand the various types of work undertaken at the VGSO.

APPLICATIONS OPEN MONDAY 13 JULY 2015

WHY CHOOSE VGSO? AND WHO ARE WE LOOKING FOR?

The Seasonal Clerkship Program is the ideal opportunity to explore what the VGSO has to offer, gain insight into the benefits of working as a government lawyer and get practical legal experience.

Clerks will work closely with a mentor while getting involved in real work, attending court, developing practical researching abilities and acquiring a range of highly relevant skills.

SUPPORTIVE ENVIRONMENT

The VGSO operates in an open-door environment where knowledge is shared in a supportive and collegiate manner. You can also expect regular feedback to assist you in the development of your skills, confidence and ability.

WHAT WE LOOK FOR

The VGSO places great emphasis on our core values, *professionalism* and *working together*. During the recruitment process we look for candidates who are interested in and committed to working in government, appreciate the importance of client responsiveness, demonstrate the requirements of acting as a model litigant, are friendly, and take pride in their work.

We select Seasonal Clerks who are motivated, demonstrate initiative & good interpersonal skills, have strong academic results and lead balanced lives.

HOW & WHEN TO APPLY AND WHAT SHOULD YOUR APPLICATION INCLUDE?

Your application, including the items listed below, should be submitted to Amy Scanlon, Human Resources Advisor via amy.scanlon@vgso.vic.gov.au.

Your application should include:

- a cover letter that details why you want to gain experience at the VGSO and what attracts you to government law;
- a complete curriculum vitae, including details of your relevant work experience, community involvements, memberships and other interests; and
- a photocopy of your relevant academic transcript(s).

2015 SEASONAL CLERKSHIP RECRUITMENT AND SELECTION CALENDAR

Applications open:	9:00am Monday, 13 July 2015
Applications close:	11:59pm Sunday, 16 August 2015
Interviews to commence:	September 2015
Offers made:	10:00am Tuesday, 13 October 2015
Traineeship to commence:	2016

CONTACT US

For further information about the VGSO, our Seasonal Clerkship Program or our application process and dates, please visit www.vgso.vic.gov.au/working-vgso/seasonal-clerkship-program or contact VGSO Human Resources:

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