BARRIOS VIRGUEZ ATTORNEYS
Law Intern
Summer 2025
Duluth, GA

Company Overview
Barrios Virgüez Attorneys is a fast-paced growing bilingual law firm that specializes in personal injury and immigration. We are very passionate about the well-being of our employees and our clients. Our company culture is deeply rooted in our core values which include respect, accountability, integrity, service, and excellence (R.A.I.S.E). Every team member and client is an asset to our Firm.

Job Summary
The Law Intern will observe and work across our departments to gain legal experience and knowledge. They are required to conduct research and do various admin functions. They must assist the team in organizing their legal paperwork that includes case files, evidence records, mail, and legal documents.

Your characteristics:
- Strong organizational skills
- Detail-oriented
- Can work independently
- Knowledgeable
- Problem solver
- Ability to multi-task
- Takes directions well and able to execute
- Work on a timely deadline
- Team player and has a “can do” attitude
- Great attitude/friendly
- Dependable

Responsibilities
- Handling projects from all departments
- Scanning documents, making copies and creating new files
- Data entry

Basic Requirements and Qualifications
- Computer literacy and proficiency in English
- Bilingual in English and Spanish (preferred but not mandatory)
- Must have reliable work hours and able to commit 3 days a week (9-5)- provide your own transportation
- Applicants must be opened to evolving responsibilities

Benefits
- Gain valuable hands-on work experience
- Mentorship from paralegals and attorneys
- Students will learn data collection and data management methods for program development and reporting