COLORADO MUNICIPAL LEAGUE

303 831 6411 / 866 578 0936
303 860 8175
www.cml.org
1144 Sherman St., Denver, CO 80203

Colorado Municipal League
Law Clerk (part time, temporary, paid)

Position Summary: The law clerk will provide general legal services under the supervision of the General Counsel and Senior Associate Counsel, such as legal research, answering legal inquiries, drafting legal arguments, and preparing legal publications. The law clerk will also be able to attend CML's annual conference in Keystone (June). CML will consider applications from students seeking a position beginning in May 2027 through May 2028, as well as applications from students seeking a position beginning in August 2027 through May 2028. This position can be used for paid or unpaid externship credit. Approximate start date: mid-May 2027 or mid-August 2027.

Essential Duties and Responsibilities:

Legal

- Respond to legal inquiries from cities and towns by doing research and supplying analysis or information.
- Assist in preparation for conferences and seminars.

Research

- Research, write, and revise legal publications intended for the use of municipal attorneys, officials, and employees.
- Research and write articles for other CML publications such as the Legal Corner in CML's bi-monthly newsletter, the monthly Municipal Law Update in CML's attorney e-news update, and Colorado Municipalities magazine as requested.
- Assist CML's attorneys by researching and drafting arguments, or doing other preparation, for briefs or motions to be filed as part of CML's appearance as an *amicus curiae* in appellate litigation.
- Assist CML's attorneys by preparing legal memos and other materials addressing areas of interest to CML's attorneys, such as ambiguities or inconsistencies in proposed or enacted state statutes.

Other Duties

- Represent CML at occasional committee meetings in instances where other CML staff is unable to attend.
- Update electronic databases with current information, documents, articles, and sample ordinances.
- Assist with gathering information for elections and other emerging issues.
- Perform such other responsibilities as may be assigned from time to time by CML's attorneys or the Executive Director.

Geographic Preference: Denver, Colorado. The position is eligible for occasional, limited remote work subject to CML's Remote Work policy, in the supervisor's discretion.

Practice Area(s): Appellate, Constitutional, Election, Employment, Government Contracts, Land Use, Legislation/Government Affairs, Municipal, Oil & Gas, Public Benefits, Public Finance, Public Interest, Public Policy, State/Local Government, Tax, Telecommunications, Utilities

Job qualifications: College degree with one year of law school and current law school enrollment with an anticipated graduation date in 2028 or 2029 required. Some legal or government experience preferred. Preference for a student with a desire to work 15-20 hours/week during the summer and school year, with potential for increased hours during the summer. Strong attention to detail with demonstrated analytical and organization abilities. Strong written and verbal communication skills. Availability to travel and attend out-of-town conferences.

Requested Documents:

- Cover Letter
- Resume
- List of References
- Unofficial Transcript

Application Requirements: Please submit materials by December 10, 2026, to Robert Sheesley, General Counsel, rsheesley@cml.org, and Rachel Bender, Senior Associate Counsel, rbender@cml.org. Please also direct any questions about the position to the same emails.

Compensation range: $19.84 to $22.00 an hour, paid hourly. This is a paid, temporary, part-time internship or clerkship position. No benefits are provided for this temporary, part-time position except paid sick leave as required by law.

Dates: The application deadline is December 10, 2026. Applications will be considered as submitted.

About CML: CML is a non-profit, non-partisan organization representing 271 Colorado municipalities and has been in existence since 1923. CML's Vision is "Empowered cities and towns, united for a strong Colorado," and our core functions of "advocacy, information, and training" drive our day-to-day activities on behalf of and for our members. CML is an equal opportunity employer.