



www.hakc.org

Housing Authority of
Kansas City, Missouri

HAKC Legal Department Summer Internship Posting

Job Title: Legal Intern

Department: Legal

FLSA Status: Non-Exempt (Temporary Employee)

Duration: 8 Weeks

Hours: 40 hours a week. Business hours of M-F 8am-5pm. This is not a remote position.

Stipend: \$7,500.00

Internship Summary:

The Housing Authority of Kansas City, Missouri (HAKC) is seeking qualified applicants for the position of Legal Intern for HAKC's legal department. The primary purpose of this position is to primarily assist General Counsel with completing day to day tasks such as researching laws and regulations pertaining to the ever-changing landscape of housing in accordance with federal, state, and local law.

HAKC's Mission Statement

The Mission of the Housing Authority of Kansas City, Missouri (HAKC) is to develop, rehabilitate and manage decent, safe, and sanitary quality affordable housing in a manner that promotes equal opportunity, fair housing and the deconcentrating of race and poverty. In accomplishing this goal, HAKC is committed to maintaining its developments as affordable housing assets that can meet the needs of low-income households in the long term and serve as viable community resources promoting economic independence and self-sufficiency for its residents. The Housing Authority of Kansas City, Missouri is a municipal corporation and political subdivision of the State of Missouri organized under the laws of the State of Missouri. It owns and operates over 1900 units of conventional public housing in multifamily and single-family sites through the city and provides rental assistance subsidies to approximately 10,000 households under the Housing Choice Voucher program. The Authority has an annual operating budget of \$220 million.

Duties/Expectations

The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding the duties does not exclude them from the position if the work is similar, related, or a logical assignment with this position. Undertakes and performs the following and all other work-related duties as assigned.



1. Assist General Counsel, an executive staff level position, in the preparation of lease enforcement and program compliance documents and other written communications.
2. Assist with the preparation of termination letters for both the Housing Choice Voucher Program and the Low-Income Housing Program
3. Assist General Counsel with litigation and coordination with outside legal counsel including for matters such as tort, employment, and other claims.
4. Assist General Counsel with preparation for informal hearings and court matters. Must be prepared to attend HAKC's court cases.
5. Responsible for interfacing with internal and external entities regarding programming and program participants.
6. Third year students sworn in under the third-year practice act will be able to present unlawful detainer cases.
7. Intern will be responsible for digitizing legal files to the legal drive.
8. Assist with other duties as assigned.

Education and/or Experience

Bachelor's Degree from a four (4) year college or university. The Legal Intern must be currently enrolled in law school and be entering their second year or third year.

Other Requirements

- Must work with the highest degree of confidentiality.
- Must pass an employment drug screening and criminal background check.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify and/or all provisions of this description at any time as needed without notice.



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**Housing Authority of
Kansas City, Missouri**

Interested applicants should forward an application, resume, a letter of interest (200 words or less), and a letter of recommendation to:

Housing Authority of Kansas City, Missouri
Attn: Legal Department
3822 Summit Street
Kansas City, MO 64111

Or

Email: Legaldepartment@hakc.org
Application Deadline: March 31, 2022

Interviews: April 11-15, 2022

Second Interviews (as needed): April 18-20

Candidate Selection: April 22, 2022.

8-Week Internship: May 31, 2022 – July 22, 2022.

EOE

Please visit HAKC website @ www.hakc.org to apply.

HOUSING AUTHORITY OF KANSAS CITY, MISSOURI

EMPLOYMENT APPLICATION

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, disability or veteran status.

Position Applying For: _____

Referral Source: Newspaper _____ Friend _____ Relative _____ Other _____

Name _____
(Last) (First) (Middle)

Address _____
(Number) (Street) (City) (State) (Zip Code)

Telephone: () _____ Social Security Number _____/_____/_____

1. Are you eighteen years of age or older? _____ Yes _____ No
2. Are you a U.S. Citizen? _____ Yes _____ No If not, why?
 - a) If not, do you have the legal authorization to work in this country? _____
 - b) When was permission obtained? _____
 - c) What is the expiration date of such permission? _____
3. Have you ever been employed by the Housing Authority before? _____ Yes _____ No
4. Are you available for full-time work? _____ Yes _____ No If not, why? _____

5. Do you or an immediate family member currently, or have you ever owned property in the Section 8 Existing Rental Housing Assistance? _____ Yes _____ No

6. Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? _____ Yes _____ No
If Yes, describe in full: _____

7. Do you possess a valid Driver's License? _____ Yes _____ No
(For applicants applying for positions that require use of company vehicles)
8. Will you work overtime, if required? _____ Yes _____ No When will you be available to begin work? _____
9. Are any relatives currently employed or under contract with the Housing Authority? _____ Yes _____ No

10. Can you perform the essential functions of the job with or without reasonable accommodation? ____Yes
____No

11. Record of Education

Name and Location of School	Course of Study	Degree or Diploma
High School		
College		
Law School*If enrolled, please include current year in school:		

12. Describe Specialized Training, Apprenticeship, Skills and Extra-Curricular Activities: _____

We may contact the employers listed throughout resume unless you indicate those you do not want us to contact. Do not contact: Employer Number(s) _____
Reason _____

13. State any additional information you feel may be helpful to us in considering your application.

14. Did you serve in the U.S. Armed Forces? ____Yes____ No

If yes, in what Branch? _____

Describe any training received relevant to the position for which you are applying.

Please read carefully before signing this application:

I authorize the Housing Authority to investigate all statements in this application and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the Housing Authority from any and all liability arising from the giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the Housing Authority.

I understand that any offer of employment is contingent upon a receipt of a satisfactory report concerning my academic credentials, and employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the Housing Authority has not employed me and for immediate dismissal if the Housing Authority has employed me. I also authorize the Housing Authority to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release the Housing Authority from any and all liability for its providing this information.

In the event of any employment with the Housing Authority, I will comply with all rules, regulations, and policies set forth in the Housing Authority's policy manual or other communications distributed by the Housing Authority.

I understand that nothing in this employment application, in the Housing Authority's policy statements or personnel guidelines, or in my communications with any Housing Authority official is intended to create an employment contract between the Housing Authority and me. I also understand that the Housing Authority has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Housing Authority unless it is made in writing and signed by the Housing Authority's Executive Director. I understand that if an employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that the Housing Authority retains the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statement.

Date

Signature of Applicant