



Job Description

CALIFORNIA MEDICAL ASSOCIATION

TITLE: Law Clerk
DIVISION: Center for Legal Affairs LOCATION: Sacramento
REPORTS TO: General Counsel

The California Medical Association serves more than 42,000 member physicians. CMA is dedicated to serving our member physicians in all modes of practice and specialties through a comprehensive program of legal, legislative, regulatory, economic and social advocacy. At a time when health care delivery is being fundamentally redesigned, CMA is a leading advocate that is shaping the health laws and policies.

CMA's Center for Legal Affairs defends the rights of physicians and their patients in the courts and works closely with other CMA advocacy centers to influence health policy created by the legislature, regulatory agencies and the private sector. CMA's legal advocacy in the courts generally takes one of two forms: filing amicus curiae briefs or acting directly through litigation. CMA Legal helps member physicians comply with laws and regulations that impact the practice of medicine by providing legal information and resources, as well as educational seminars and presentations.

The Center for Legal Affairs also serves as CMA's in-house corporate counsel, providing legal advice to CMA's Board of Trustees, Executive Committee, House of Delegates and executive management. Law clerks will work with CMA legal counsel in performing these important functions and help to carry out CMA's mission to promote the science and art of medicine, the care and well-being of patients, the protection of the public health and the betterment of the medical profession.

DUTIES/RESPONSIBILITIES:

- Provide support for litigation efforts, including cite-checking, proofreading, document management and filing (including e-filing) of legal documents. For additional information regarding CMA's litigation efforts, see CMA's Legal Case List at CMA's website: www.cmanet.org.
- Research and write memorandums and correspondence regarding health law and policy issues, including public health, reproductive rights, advertising, managed care, federal health care reform, drug prescribing, medical ethics, fraud and abuse, HIPAA and e-medicine (among many others), as well as non-profit governance issues.
- Analyze, edit and draft legislation and regulations, and otherwise support CMA lobbyists and policy staff on proposed legislation and regulations impacting the practice of medicine.
- Create and maintain internal files and records.
- Assist in production of the California Physician's Legal Handbook, a comprehensive health law and medical practice resource.

(This job description reflects the general level and nature of the job. It is not intended to be all-inclusive.)

- Assist CMA legal counsel as needed.

KNOWLEDGE/EXPERIENCE/EDUCATION:

- Currently in law school with an interest in health care law or business aspects of non-profit organizations.
- Strong legal research and writing skills.
- Excellent organizational, telephone and interpersonal skills required.

The Center for Legal Affairs is currently accepting applications for Summer 2017.

To apply, please send a cover letter and resumé by January 27, 2017, to Ashneel Kumar at akumar@cmanet.org, or call (916) 551-2872.