



BOARD OF COUNTY COMMISSIONERS

County Attorney's Office
2725 Judge Fran Jamieson Way
Building C, Room 308
Viera, Florida 32940

County Attorney's Office Internship Program

Please submit all applications by March 20, 2026. Our office will review applications on a rolling basis.

County Attorney's Office Overview

Pursuant to the Brevard County Home Rule Charter, the County Attorney is a member of the Florida Bar appointed by the Board of County Commissioners to oversee and direct legal services provided to county government. The lawyers in the County Attorney's Office serve as in-house counsel to the Board of County Commissioners and many of its advisory bodies, as well as to the County Manager and all departments under the supervision of the County Manager.

The legal services provided by the County Attorney's Office encompass a wide variety of topics and issues, including, but not limited to, constitutional law; land use and zoning regulations; code enforcement; eminent domain; environmental initiatives; ordinance review and drafting; employment law; and contract law. The County Attorney's Office uses its resources to provide legal advice and consultation to the Board of County Commissioners, the County Manager's Office, and the numerous County departments that serve the citizens of Brevard County. At times, such services require that legal representation be provided in both State and Federal court systems, before county, circuit, and appellate courts, as well as administrative agencies and for mediations and negotiations.

Internship Program Overview

The Brevard County Attorney's Office Internship Program provides interns with experiences that involve most areas of civil law. The Internship Program supplies interns with a realistic view of what it is like to practice local government law. Participants may also have the opportunity to be certified legal interns if they meet the criteria set forth by the Florida Bar. While it is possible for the County Attorney's Office to secure grant funding for interns, generally speaking, this is a temporary and unpaid/volunteer internship under the jurisdiction of the Brevard County Board of

County Commissioners. Assignments serve to offer practical experience with legal matters and exposure to the County's organizational structure.

Interns must be strong writers and will primarily be focused on research, though there may be opportunities to draft and amend local ordinances; assist attorneys with litigation, mediation and appellate work; attend judicial or quasi-judicial hearings; and attend meetings where attorneys are requested. Interns may not work in any other legal setting during the time of their internship with the Brevard County Attorney's Office. Internships may count towards academic credit depending on a law school's respective policies. Please be sure to consult with your school's academic advisor regarding the possibility of receiving credit(s) for your time spent with the County Attorney's Office.

Intern Duties

- Research issues and write legal memoranda.
- Assist attorneys with preparation for meetings, trials, and hearings.
- Review and make edits to sections of the Brevard County Code of Ordinances, County policies, and administrative orders issued by the County Manager.
- Conduct research alongside attorneys in order to provide effective legal advice to elected officials, department directors, and staff.
- Provide general information and assistance to citizens, as needed.
- Gather information from Federal, State, and/or local government entities, as needed.

Program Structure

Working in the County Attorney's Office requires flexibility. At times, certain issues are brought to the forefront at a moment's notice and require immediate attention. With that being said, it is this Office's goal to provide interns with a well-rounded experience, while exposing interns to fields of law that interest them. Below is a list of legal topics this Office frequently handles. Applicants are encouraged to review the list and include such topics that interest them in their cover letter.

- Property
- Contracts
- Employment Law
- Environmental Regulation / Indian River Lagoon
- Code Enforcement / Nuisance Abatement
- Zoning / Variances
- Tourism Development / Community Redevelopment Agencies / Economic Development

As a political subdivision of the State of Florida, Brevard County is bound by Florida Statutes and other applicable State laws. Accordingly, changes in State law often require County procedures, policies, and/or ordinances to be updated. Interns will also be tasked with tracking bills that affect the way the County operates and conducts business. When the Florida Legislature adjourns after each session, interns may be requested to compile a list of each enrolled bill which may affect the County and provide a brief summary on the legislation's impact to the County. These summaries will be distributed to various County departments to serve as a notice of the impending changes so that operations can be adjusted prior to the bill taking effect.

In order to gain a better appreciation for how Interns will be given the opportunity to attend at least one of the following:

- Board of County Commissioner meetings
- Planning & Zoning meetings
- Board of Adjustment meetings
- Contractor licensing hearings
- Code enforcement special magistrate hearings

Application Requirements

It is preferred that the applicant be a first- or second-year law student in good standing with their school. To apply, submit a resume, and short writing sample (FIVE PAGE LIMIT) to: Justin Caron (justin.caron@brevardfl.gov), Assistant County Attorney. No cover letter is required.

Preferences

- Interns must possess excellent written and oral communication skills, with particular attention to detail.
- Proficiency with Westlaw is preferred.
- The ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Brevard County's employee handbook, as well as other applicable ethics and conflict of interest policies.
- Individuals who are effective at establishing and maintaining working relationships with the general public, co-workers, elected and appointed officials and members of diverse backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.

Additional Information

- Upon selection, interns must provide a photo ID and undergo a criminal background check and possible drug screening, as well as a professional work experience reference check.
- The intern's workplace performance will be monitored on an ongoing basis. Interns not performing at a satisfactory level may be given an opportunity to improve, or may have their internship terminated.
- The volunteer intern is not entitled to a job at the conclusion of the internship.
- The volunteer intern is not entitled to wages for the time spent in the internship and is not considered an employee of Brevard County; the intern shall not be eligible for any Brevard County benefits.

Please note whether you prefer to in-person, or a hybrid schedule during the duration of your internship and we will do our best to accommodate your request(s).

PLEASE SUBMIT YOUR APPLICATION BY
MARCH 20, 2026