

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE ATTORNEY GENERAL**



**POSITION VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> #005-2023	<b>POSITION TITLE:</b> Student Intern
<b>POSITION GRADE &amp; SERIES:</b> Legal Intern 0009	<b>SALARY RANGE:</b> N/A
<b>OPENING DATE:</b> November 10, 2023	<b>CLOSING DATE:</b> December 15, 2023
<b>DURATION OF APPOINTMENT:</b> Subject to duration of internship	<b>AREA OF CONSIDERATION:</b> Open to the Public
<b>WORKSITE LOCATION:</b> Office of the Attorney General for the District of Columbia Civil Litigation Division  400 Sixth Street, NW Washington, DC 20001	<b>NO. OF VACANCIES:</b> One (1)

**Job Summary**

The Office of the Attorney General for the District of Columbia (OAG) seeks highly qualified undergraduate and graduate students to work as legal interns during the academic year and summer vacation. OAG's internship program provides students with a challenging experience that reflects the demands and rewards of public service.

Internships are unique and tailored to each student's needs, interests, and schedule. We will talk with you to learn about your interests, skills, experience, preparation, and training. After receiving the completed application and supporting documents, the internship coordinator will contact you to arrange a suitable placement that is mutually beneficial.

**Duties and Responsibilities**

The Civil Litigation Division (CLD) represents the District of Columbia in civil lawsuits against the District. The Division defends the District and its employees in all personal injury lawsuits, defends the District in employment and civil rights matters brought under federal and local law, and represents District agencies in class actions or matters in which injunctive relief is sought. The Division also represents District agencies in

matters enforcing rules and regulations.

### **General Litigation Sections:**

CLD's four General Litigation Sections represent the District of Columbia in civil lawsuits that seek monetary damages from the District. The Sections:

Defend the District in employment and individual civil rights matters brought under federal and local law, including, for example, the First, Fourth, and Fifth Amendments of the United States Constitution, Title VII, the Americans with Disabilities Act, the Rehabilitation Act, the Age Discrimination in Employment Act, the District of Columbia Human Rights Act, and the District of Columbia Whistleblower Protection Act.

Defend the District and its employees in all personal injury lawsuits, including both negligence and intentional claims such as motor vehicle accidents, slip and fall accidents, and medical malpractice.

Represent the District in common-law suits involving District agencies and litigate cases in several specialized areas, such as special education cases filed against the D.C. Public Schools and cases in Small Claims Court.

Handle actions brought under the District of Columbia Freedom of Information Act.

In all cases, the Sections' goal is to reach a fair resolution, whether by settlement or litigation.

### **Equity Section:**

The Equity Section defends the District (including its officials and employees) in complex class actions and other major civil lawsuits filed in the United States District Court for the District of Columbia and in the Superior Court of the District of Columbia. The Section primarily focuses on cases that seek declaratory and injunctive relief. Those matters often include constitutional challenges to District laws and regulations, and claims under the First, Second, Fourth, Fifth, and Eighth Amendments, as well as challenges to District government programs and policies. The Section also represents the District's interests in consent decree and other ongoing judicial monitoring cases and handles some Freedom of Information Act cases.

### **Civil Enforcement Section:**

The Civil Enforcement Section is responsible for affirmative litigation and prosecutions that support enforcement of the District's laws and regulations. The Section defends litigation involving administrative appeals of final District agency actions to the Superior Court of the District of Columbia and to the District of Columbia's Office of Administrative Hearings. The Section also recovers funds to satisfy Medicaid liens filed by the District of Columbia Department of Health Care Finance, prosecutes civil forfeiture matters, and brings the District's subrogation lawsuits.

### **Qualifications and Education**

Incumbents must be currently enrolled in college or law school. General knowledge of the OAG, District and Federal rules of evidence, rules of criminal procedures, and rules of civil procedures, as well as the litigation process and court procedures to non-routine assignments, such as reviewing incoming documents and determining the need for the preparation of various legal documents. General knowledge of electronic and manual legal research techniques sufficient to compose legal documents and correspondence; search and analyze for legal relevance and summarize data; make conclusions; and recommend appropriate action.

Knowledge of legal terminology. General knowledge of District of Columbia Government Executive Branch agencies, and their relationship to the courts and to the D.C. Council. Skill in legal writing to prepare a variety of documents, legal briefs, and summaries. Ability to analyze legal issues, factual issues, and subject matter

details to determine the data needed, methods of obtaining data and the relevance of data already available. Ability to communicate effectively and prepare legal summaries of analyses.

**Licenses and Certifications**

None

**Work Conditions/Environment**

Work is normally performed in a typical inside environment.

**Other Significant Factors**

**Tour of Duty:** Varies

**Duration of Appointment:** Subject to duration of internship

**Salary Range:** Unpaid Internship

*EEO Statement: The District of Columbia Government is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation.*

HOW TO APPLY: Under the subject heading CLD Internship Application, candidates should e-mail one PDF file which includes a cover letter, résumé, and writing sample to Keya Ross - [Keya.Ross@dc.gov](mailto:Keya.Ross@dc.gov) by 11:59 pm of the closing date indicated above.