

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



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: #006-2023	POSITION TITLE: Student Intern
POSITION GRADE & SERIES: Legal Intern 0009	SALARY RANGE: N/A
OPENING DATE: November 10, 2023	CLOSING DATE: December 15, 2023
DURATION OF APPOINTMENT: Subject to duration of internship	AREA OF CONSIDERATION: Open to the Public
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Commercial Division 400 Sixth Street, NW Washington, DC 20001	NO. OF VACANCIES: 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 Commercial Division (CD) provides legal services, advice, and advocacy related to numerous core governmental functions, including the procurement of essential goods and services and acquisition of real estate, the support of economic development efforts, preservation of affordable housing, government property management, and the financing of government operations through bonds and collection of taxes.

Equitable Land Use

The Equitable Land Use (ELU) Section advocates for the public interest in the District's zoning, land use, planning, historic preservation, housing, and real estate processes. ELU provides training for ANCs, community groups, and District residents on zoning and land use planning literacy. In addition, ELU intervenes in individual cases filed with the Board of Zoning Adjustment and the Zoning Commission and proposes amendments to the Zoning Regulations to further the public interest, particularly advancing affordable housing, racial equity, environmental sustainability and justice, and procedural equity, ensuring that all District residents have the tools to participate fully in the planning and zoning processes.

Government Contracts

The Government Contracts Section reviews proposed contracts that the Council must approve pursuant to the Home Rule Charter. The Section also provides legal advice to the District's Chief Procurement Officer and agency contracting officers regarding procurement laws and regulations as they apply to the award of District contracts and other related procurement issues. The Section represents the District before the Contract Appeals Board in challenges to the terms of solicitations or proposed contract awards by District agencies and in contract disputes. The Section represents the District before the Superior Court in petitions for review of protest decisions of the Contract Appeals Board.

Tax and Finance Section

The Tax and Finance Section advises the District on the issuance of bonds and notes used to finance various capital projects of the District government, nonprofit entities, and for-profit entities located in areas specifically targeted by the District for economic and commercial development. The Section also defends real property and other tax assessment appeals and represents the District as a statutory defendant in tax sale foreclosure actions filed in Superior Court.

Land Acquisition and Bankruptcy Section

The Land Acquisition and Bankruptcy Section acquires land through condemnation proceedings and judicial foreclosure of District tax liens for public purposes such as the creation of affordable housing, the construction of government office buildings, and other economic development projects. The Section also represents District agencies in bankruptcy court in personal and commercial bankruptcies in which the District may have an interest.

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 CD 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 by 11:59 pm of the closing date indicated above.