

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



**POSITION VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> #001-2023	<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 1, 2023	<b>CLOSING DATE:</b> November 22, 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 Office of the Solicitor General  400 Sixth Street, NW Washington, DC 20001	<b>NO. OF VACANCIES:</b> Two (2)

**Job Summary**

This position is located in the Government of the District of Columbia, Office of the Attorney General (OAG), Office of the Solicitor General (OSG). OAG is responsible for conducting all of the legal business of the Government of the District of Columbia.

**Duties and Responsibilities**

The District of Columbia's Office of the Solicitor General is looking for law student interns for the Spring of 2024. Interns assist our appellate attorneys in drafting briefs in civil and criminal appeals and provide research and drafting assistance in our federal-court-focused multistate affirmative litigation practice.

The Office of the Solicitor General, operating within the Office of the Attorney General for the District of Columbia, handles high-profile matters of both local and national importance and is responsible for the District's civil and criminal appellate litigation. The Office practices most frequently before the District of Columbia Court of Appeals, the United States Court of Appeals for the District of Columbia Circuit, and the Supreme Court of the United States.

## **Qualifications and Education**

Incumbent must be currently enrolled in 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 OSG Internship Application, candidates should e-mail one PDF file which includes cover letter, résumé, writing sample and transcript to [OAGHR@dc.gov](mailto:OAGHR@dc.gov) by 11:59pm of the closing date indicated above.

**Candidates will be interviewed on a rolling basis.**