

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



**POSITION VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> #002-2024	<b>POSITION TITLE:</b> Student Intern
<b>POSITION GRADE &amp; SERIES:</b> Legal Intern 0009	<b>SALARY RANGE:</b> TBD
<b>OPENING DATE:</b> January 4, 2024	<b>CLOSING DATE:</b> February 29, 2024
<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 Legal Counsel 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 Legal Counsel Division provides legal advice to the Mayor, the Attorney General, the Council of the District of Columbia, department and agency heads, and the District of Columbia Courts. The Division also reviews and sometimes drafts legislation, rules, Mayor's Orders, and agreements to help ensure that they comply with relevant laws. From time to time, the Division is asked to prepare legislation, agreements, and new rules. The Division reviews each bill passed by Council and advises the Mayor about whether it complies with the law.

The Legal Counsel Division supports the Attorney General and OAG by preparing opinions, legal memoranda, letters, agreements, Office Orders, and other documents for the Attorney General's signature. Attorneys in the Division represent OAG in intergovernmental and multijurisdictional meetings and negotiations, as requested. The District's Ethics Counsel is a member of the Division and provides advice concerning matters of legal and government ethics, including review of agency requests to hire outside legal counsel.

### **Qualifications and Education**

Incumbent must be currently enrolled in college and 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:** Paid 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 LCD Internship Application, candidates should e-mail one PDF file which includes a résumé and writing sample to Keya Ross – [Keya.Ross@dc.gov](mailto:Keya.Ross@dc.gov) by 11:59pm of the closing date indicated above.