

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



**POSITION VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> #007-2024	<b>POSITION TITLE:</b> Student Intern
<b>POSITION GRADE &amp; SERIES:</b> Legal Intern 0009	<b>SALARY RANGE:</b> TBD
<b>OPENING DATE:</b> February 9, 2024	<b>CLOSING DATE:</b> March 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 Office of Consumer Protection Mediation Program  400 Sixth Street, NW Washington, DC 20001	<b>NO. OF VACANCIES:</b> One (4)

**Job Summary**

The Office of the Attorney General for the District of Columbia (OAG) seeks highly qualified undergraduate 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.

This is an in-person position. The intern is expected to perform all duties in person at the Office of the Attorney General, located at 400 6th Street, NW, WDC. Telework or hybrid positions are not available. The days per week (M-F) are flexible, but candidates are required to be available for a minimum of 32 in-person hours per week for 8 weeks starting on May 19, 2024. Interns will be paid \$17.50/hour. Interns also have access to an on-site gym and bike locker.

**Duties and Responsibilities**

The intern will be assigned to the DC Office of the Attorney General, Public Advocacy Division, Office of Consumer Protection, Mediation Program and will work closely with attorneys and paralegal/investigator mediators. The intern will mediate complaints involving consumer issues (such as refunds, scams, and landlord/tenant issues), as well as building condition issues on behalf of renters in the District. The intern will

work directly with consumers and tenants to resolve complaints and will also communicate directly with businesses and landlords through phone calls and written letters/emails. Respond to calls received on the OAG Mediation Hotline. Document and track work in case management software. Work with attorneys on long-term projects involving Public Advocacy Division investigations. Participate in weekly in-person community outreach events.

### **Qualifications and Education**

Excellent oral and written communication skills. Strong interest in consumer protection, housing rights, or public advocacy/public interest law. In-depth working knowledge of Microsoft Suite programs, such as Microsoft Word, Outlook, and Excel. Ability to work in a fast-moving, dynamic environment. Commitment to problem-solving and helping others.

To note, this posting is for Summer 2024 Undergraduate Intern positions with the OAG Mediation Program. To be considered, interns must be available in person for a minimum of 32 hours per week for 8 weeks starting on May 19, 2024. Interns also have access to an on-site gym and bike locker.

### **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:** TBD

*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: please submit:

- 1) Resume, 2) a cover letter that addresses your interest in the position, 3) three references (educational or professional).
- 2) Completed applications should be **submitted to emily.barth@dc.gov**. This post closes on Friday, March 29, 2024, but applications will be reviewed as received.