

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



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: #015-2024	POSITION TITLE: Student Intern
POSITION GRADE & SERIES: Legal Intern 0010	SALARY RANGE: N/A
OPENING DATE: July 30, 2024	CLOSING DATE: August 30, 2024
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 Office of Consumer Protection Mediation Program 400 Sixth Street, NW Washington, DC 20001	NO. OF VACANCIES: Four (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 at least 8 consecutive weeks. Preference is given to candidates that can commit to at least a 10-week period. This position is unpaid. Interns have access to a free on-site gym and bike room. **Applications will be reviewed on a rolling basis.**

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. This position is only available to current undergraduate students.

To note, this posting is for the Fall 2024 Undergraduate Intern positions with the OAG Mediation Program. To be considered, interns must be available in-person (no telework or hybrid option) for a minimum of 32 hours per week for at least an 8-week period, although preference is given to candidates that can commit to at least a 10-week period. This position is unpaid. Interns have access to a free 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: N/A

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, your past experience in customer service and/or conflict resolution, and your interest/commitment to working on behalf of District consumers and tenants,
- 3) two references (educational or professional).

Application materials should be emailed to Emily Barth (Emily.barth@dc.gov) as a combined pdf.