

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



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: #028-2024	POSITION TITLE: Student Intern
POSITION GRADE & SERIES: Legal Intern 0009	SALARY RANGE: N/A
OPENING DATE: December 10, 2024	CLOSING DATE: February 28, 2025
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 Family Services Division 200 I Street, SE Washington, DC 20003	NO. OF VACANCIES: Two (2)

Job Summary

The Office of the Attorney General for the District of Columbia (OAG) seeks highly qualified college and graduate students to work as legal interns during the summer session. 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

Family Services Division

The Family Services Division works on behalf of the District's most vulnerable citizens—abused and neglected children.

The Division has five Child Protection Sections. The attorneys in these sections handle all child abuse and neglect litigation on behalf of the District's Child and Family Services Agency, from the initiation of a case through finding a child a permanent placement. Division attorneys determine if a legal basis exists to file a petition alleging child abuse and neglect and secure an adjudication. They then advise the agency of its legal obligations in furtherance of permanency. Division attorneys also advise Child and Family Services social workers and staff members on compliance with local and federal law.

The Family Services Division works hard to maintain its specialized focus on particularly vulnerable populations. The Division has dedicated staff assigned to work with Safe Shores and the DC Children's Advocacy Center. It has an attorney assigned to handle unaccompanied refugee minor cases, an attorney assigned to staff DC Superior Court's Family Treatment Court (which focuses on substance abuse), and an attorney to staff HOPE Court (which focuses on sex trafficking of minors). Division attorneys also work to ensure that people (such as teachers) who are required by law to report child abuse are knowledgeable about reporting obligations and partners with District education and law enforcement agencies to train educators on a quarterly basis

Qualifications and Education

Incumbent 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: \$17.50/hr.

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 :FSD Internship Application, candidates should e-mail one PDF file which includes a résumé and writing sample to <https://app.12twenty.com/job-postings/35006703858970> by 11:59 pm of the closing date indicated above.