

VOLUNTEER INTERNSHIP
for the
OFFICE OF THE UNITED STATES ATTORNEY
SOUTHERN DISTRICT OF INDIANA
Indianapolis, Indiana

Opens: 09/05/2013

Closes: 10/15/2013

The United States Attorney's Office for the Southern District of Indiana serves as the principal litigator for the Southern District of Indiana and is responsible for coordinating multiple agency investigations within the District. The United States Attorney, Joseph H. Hogsett, has the responsibility and authority to prosecute violations of federal criminal statutes, defend the government in civil actions, seek the enforcement of a variety of civil enforcement statutes, and institute proceedings for the collection of fines and penalties among other things. Additional information about the District, as well as contact information, may be found at <http://www.justice.gov/usao/ins/>.

Currently, the United States Attorney's Office is seeking highly qualified and diverse candidates for volunteer internships. We are seeking volunteer law student clerks for the summer of 2014, the fall of 2014, and the spring of 2015. Law student clerks have unparalleled opportunities for direct involvement in each of our practice areas.

Projected No. of Volunteers: Two (2) unpaid, full-time internship positions are available during the Summer 2014.

Two (2) unpaid, part-time internship positions are available during the Fall of 2014.

Two (2) unpaid, part-time internship positions are available during the Spring of 2015.

Internship Location: Indianapolis office.

Application Materials: Applications should include a cover letter, current resume, unofficial law school transcript indicating class rank, and telephone number(s) where student can be reached in the day and evenings. The cover letter should specify the candidate's preference for the full-time summer internship, one of the part-time internships, or both. Applications should be emailed to: usains.applications@usdoj.gov.

Qualifications:	<p>Current first-year and second-year law students are eligible to apply for the Fall 2014 and Spring 2015 internship positions.</p> <p>In order to be eligible for a Summer 2014 position, you must currently be a second-year law student.</p> <p>All candidates should have a superior academic record and a strong interest in public service. Class rank in top 25% is preferred, although all interested candidates should apply. All candidates must be U.S. citizens.</p>
Application Deadlines:	<p>Applications must be received no later than 5:00 p.m., Eastern Standard Time, <u>October 15, 2013</u>. Priority consideration will be given to applications received as early as possible, as the Office anticipates conducting interviews and extending offers on a rolling basis as applications are received.</p>
Minimum Weeks Required:	<p>The full-time summer internship will last approximately 10-12 weeks from May/June through August. Interns must be able to work Monday through Friday approximately 8:30 a.m. to 5:00 p.m. Applicants for part-time fall and spring internships must be able to work at least 8 hours per week. Federal regulations may restrict interns' ability to contemporaneously hold other employment.</p>
Assignments:	<p>Interns will work with Assistant United States Attorneys in all facets of case preparation, including: researching legal issues, drafting/writing motions and pleadings, providing trial support, and assembling exhibits for trial. The office will endeavor to expose interns to various practice areas in order to provide opportunities to produce strong samples of written work, gain exposure to different types of law, and develop other skills used in legal advocacy.</p>

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice prior to beginning the internship. This position is subject to drug testing by urinalysis prior to appointment.

The Department of Justice provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Office. The decision on granting reasonable accommodation will be on a case-by-case basis.

Equal Employment Opportunity Statement: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.