

U.S. Department of Justice

*United States Attorney
District of New Jersey*

970 Broad Street, Suite 700
Newark, NJ 07102

(973)645-2700

NOTICE OF VACANCY

ANNOUNCEMENT NO. 13-NJ-002

OPENING DATE: May 31, 2013

Closing Date: June 13, 2013

Position: Victim Witness Intern

Location: United States Attorney's Office
District of New Jersey
970 Broad Street
Newark, New Jersey 07102

This is an unpaid student intern position for the 2013 Fall Semester. Office hours are between 9:00 am and 5:30 pm, Monday through Friday. Interns are expected to work a minimum of ten hours per week during those times.

Number of Vacancies: 1

If you are looking for an exciting and challenging opportunity, this is the position for you! With a diverse and talented workforce of over 100,000 men and women, Justice leads the Nation in ensuring the protection of all Americans while preserving their constitutional freedoms. You will be part of a dedicated

team helping to enforce Federal criminal and civil laws that protect life, liberty, and the property of citizens.

The office of the United States Attorney for the District of New Jersey (the 8th largest United States Attorney's Office in the nation) is charged with the primary responsibility for prosecuting all federal crimes in New Jersey from acts of terrorism to public corruption, white-collar crime, organized crime and gang activities, internet related crimes, drug importation through New Jersey ports, and other criminal acts. Through its Civil Division, the office is charged with defending agencies of the United States, enforcing regulatory agencies' authority, and recovering funds from violators of U.S. criminal, regulatory, and civil laws. The Criminal Division is divided into several units: National Security, Narcotics-OCDETF, General Crimes, Healthcare and Government Fraud, Asset Forfeiture, Organized Crimes and Gangs, and Economic Crimes, which includes the Computer Hacking and Intellectual Property Unit.

Job Description: The intern will assist the Victim Witness Unit staff by performing the following duties: scheduling appointments, meetings and conferences; providing information to clients through the Victims Notification System; informing clients of schedule changes; responding to calls and correspondence from victims and witnesses; providing information on programs to victims and witnesses; and escorting victims and witnesses to court proceedings.

Qualification Requirements:

Students must be enrolled in an accredited college or university

Students should be enrolled in a Criminal Justice program or sociology program

Must be a U.S. Citizen

Males born after 12/31/1959 must be register with the Selective Service

Must be suitable for Federal employment-determined by background investigation

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.

The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice.

Relocation expenses are not authorized

How to Apply: Students must submit a cover letter, resume, transcript and proof of enrollment in a college or university to the following address:

United States Attorney's Office
970 Broad Street
Suite 700

ATTN: Jay D. Loyd
Newark, NJ 07102

For additional information about this position contact:

Jay D. Loyd
(973) 645-2810
Jay.loyd@usdoj.gov