

# SPRING AND SUMMER 2017 VOLUNTEER INTERNSHIP PROGRAM



## CRIMINAL DIVISION U.S. DEPARTMENT OF JUSTICE PUBLIC INTEGRITY SECTION

The Public Integrity Section (PIN) oversees the federal effort to combat corruption through the prosecution of elected and appointed public officials at all levels of government. The section has exclusive jurisdiction over allegations of criminal misconduct on the part of federal judges and also monitors the investigation and prosecution of election and conflict of interest crimes. Section attorneys prosecute selected cases against federal, state, and local officials, and are available as a source of advice and expertise to other prosecutors and investigators.

**Internship Location:** Washington, D.C.

**Application Materials:** Please submit a single PDF document with your resume, cover letter, transcript (official or unofficial), legal writing sample (do not exceed 10 pages), and three references.

Submit all applications to: [pin.interns@usdoj.gov](mailto:pin.interns@usdoj.gov).

### **Application Closing Dates:**

**Summer Internships: January 15**

**Spring and Fall Internships: Applications accepted on a rolling basis.**

**Eligibility:** Student must be enrolled either full-time or part-time in a college, university or comparable recognized educational institution. Students must be in good standing academically, and eligible to continue as an enrolled student in his/her respective institution.

The ideal candidate thrives in a fast-paced, collaborative work environment, possesses strong writing and communication skills, demonstrates proficiency dealing with Internet and computer technologies and produces high quality academic results, evidenced by a B/3.0 or better Grade Point Average.

Entrance on duty is contingent upon satisfactory completion of a pre-employment security investigation.

**Commitment:** 16 weeks (minimum); 6 months (maximum) during an academic semester or summer session

**Salary:** Volunteer (without compensation) or work-study credit

**Major Duties:** Interns will assist paralegal and attorney staff in performing legal and factual research and other closely related duties of a complex nature in support of the investigation and prosecution of complex criminal matters. This includes: digesting substantive materials and transcriptions of trial testimony or depositions; compiling, indexing, duplicating, and collating documents; preparing and organizing charts, and other materials for use as exhibits in litigation; collecting, reviewing and analyzing information, including statistical data, relevant to criminal cases and matters; Preparing memoranda, discovery and other documents for attorneys; conducting factual research for a variety of purposes, including tracing corporate ownership; preparing tables of contents, indexes for legal briefs, memoranda, and other such documents; specific problems and issues raised in litigation or correspondence; and performing a variety of other duties which may be assigned.

**The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.**