

U.S. Department of Justice

*United States Attorney  
District of New Jersey*

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970 Broad Street, Suite 700  
Newark, NJ 07102

(973)645-2700

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# NOTICE OF VACANCY

**ANNOUNCEMENT NO.** 13-NJ-001

**OPENING DATE:** May 31, 2013  
**Closing Date:** June 13, 2013

**Position:** Law Enforcement Coordination  
Intern

**Locations:** U.S. Attorney's Office  
970 Broad Street  
Newark, New Jersey 07102

U.S. Attorney's Office  
401 Market Street  
Camden, New Jersey 08101

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.

Please indicate the location you are applying for on your Resume.

Number of Vacancies: 2

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 8<sup>th</sup> largest 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 selectee for this position will serve as an intern for the district's Law Enforcement Coordination (LEC) Program.

**Duties**

Attends meetings and participates in activities with staffs of federal, state, and local legal and law enforcement organizations.

Assists the Law Enforcement Coordinator in responding to basic inquiries concerning the organization, programs and responsibilities.

Maintains and distributes informational material for use by law enforcement organizations. Distributes appropriate information regarding events, activities and issues to law enforcement agencies.

May accompany staff members to task force or other group meetings.

Maintains Law Enforcement Coordinator Committee (LECC) membership directory.

Prepares invitations and registration material for participants in LECC events.

Answers telephone and refers callers to staff members or takes messages as appropriate.

**Qualification Requirements:**

**Students must be enrolled in an accredited college or university**

**Students should be enrolled in a Criminal Justice 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: Suellen Costa  
Newark, NJ 07102

**For additional information about this position contact:**

Suellen Costa  
(973) 645-2769  
Suellen.Costa@usdoj.gov