

LEGAL INTERN VOLUNTEER, SUMMER

USAO District of Hawaii

Legal Intern Volunteer, Summer

300 Ala Moana Blvd., RM. 6-100

Honolulu, HI 96850

United States

About the Office:

The Office of the United States Attorney for the District of Hawaii, which is located in Honolulu, is responsible for the prosecution of all federal crimes in Hawaii. The Office also represents the United States and its departments and agencies in civil proceedings filed in the U.S. District Court for the District of Hawaii. Volunteer Legal Interns assist in the prosecution and defense of both criminal and civil cases in the U.S. District Court and the U.S. Court of Appeals for the Ninth Circuit.

Website: <http://www.justice.gov/usao-hi>.

Job Description:

Legal Interns can expect to research and write briefs and memoranda; research legal issues; assist with preparation for trial; and have opportunities to observe court proceedings, including trials.

Internship Location: Honolulu, Hawaii.

Minimum period required: 10 weeks, at least 40 hours per week.

Contact: If you have any questions about the Summer Legal Intern Program, please feel free to contact Assistant U.S. Attorney Marion Percell at marion.percell@usdoj.gov or (808) 541-2850.

Qualifications:

Must be a U.S. citizen, and must be currently enrolled in an accredited U.S. law school. Due to the sensitive nature of the work performed by the U.S. Attorney's Office, a background investigation is also required.

Salary:

Volunteer (without compensation). Possible work-study.

Application Process:

Cover letter, resume, law school transcript, and brief writing sample may be mailed directly to the address below or sent by email to USAHI.Employment@usdoj.gov.

U.S. Attorney's Office
District of Hawaii
300 Ala Moana Blvd., #6-100
Honolulu, HI 96850
ATTN: Rowena Kang, Legal Assistant
Application Deadline: January 25, 2021.

Offers will be made on a rolling basis beginning no earlier than November 23, 2020. Applications post-marked after the deadline will not be considered.

Number of Positions:

Approximately 6 positions.

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Department Policies

Equal Employment Opportunity: The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, political affiliation, marital status, disability (physical or mental), age, sex, gender identity, sexual orientation, genetic information, status as a parent, membership or non-membership in an employee organization, on the basis of personal favoritism, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. 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.

Reasonable Accommodations: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Outreach and Recruitment for Qualified Applicants with Disabilities: The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with targeted/severe disabilities are encouraged to register for the Office of Personnel Management (OPM) Shared List of People with Disabilities (the Bender Disability Employment Registry) by submitting their resume to resume@benderconsult.com and referencing "Federal Career Opportunities" in the subject line. Additional information about the Bender Registry is available at

www.benderconsult.com [external link]. Individuals with disabilities may also contact one of the Department's Disability Points of Contact (DPOC). See list of [DPOCs](#).

Suitability and Citizenship: It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review and the United States Attorneys' Offices. Unless otherwise indicated in a particular job advertisement, non-U.S. Citizens may apply for employment with other organizations, but should be advised that appointments of non-U.S. Citizens are extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis.

Veterans: There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) to their submissions. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website, www.opm.gov/forms/pdf_fill/SF15.pdf, for a copy of SF 15, which lists the types of 10-point preferences and the required supporting document(s)). Applicants should note that SF 15 requires supporting documentation associated with service-connected disabilities or receipt of nonservice-connected disability pensions to be dated 1991 or later except in the case of service members submitting official statements or retirement orders from a branch of the Armed Forces showing that his or her retirement was due to a permanent service-connected disability or that he/she was transferred to the permanent disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).