



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

The United States Attorney's Office for the Southern District of Indiana serves as the principal federal litigator for the Southern District of Indiana and is responsible for coordinating multiple-agency investigations within the District. The United States Attorney 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. 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 well qualified, highly motivated, and diverse candidates for volunteer internships. We are seeking volunteer interns for the summer of 2021 in the Indianapolis office and Evansville branch office. Interns have unparalleled opportunities for exposure to each of our practice areas as well as our Law Enforcement and Administrative Division component work.

- Projected No. of Volunteers:** Two or three unpaid, full-time Criminal, Civil, Appellate, and/or Administrative Division internship positions for Summer 2021.
- Internship Location:** Indianapolis, Indiana office (10 W. Market St.)
Evansville, Indiana office (101 NW MLK Blvd)
- Application Materials:** Applications should include a cover letter, current resume, and day and evening contact information. The cover letter should specify the location as well as candidate's preference for the internship assignment (Criminal & Civil, Appellate, or Administrative Division); candidates may apply for all three positions. The positions will be assigned as dictated by office need.
- Application materials should emailed to:**
usains.applications@usdoj.gov
- Qualifications:** Junior and Senior High School Students as well as Undergraduate College Students are eligible to apply.

Students must be enrolled, at least half-time, in a high school, trade school, technical or vocational institute, junior college, college, university, or comparable recognized educational institution.

A volunteer agreement must be completed for all student volunteers and signed by the student, school official, and the U.S. Attorney's Office. A copy of the signed agreement will be provided to the student and the school, and the original will be maintained by the host office.

All candidates should have a strong interest in public service, reliable transportation, and demonstrated accountability. All candidates must be U.S. citizens.

Application Deadlines:

Applications must be received no later than 5:00 p.m., Eastern Time, on February 12, 2021. The Office anticipates conducting interviews and extending offers on a rolling basis and successful applicants are required to pass a Justice Department background adjudication.

Minimum Weeks Required:

The full-time summer internship will last approximately 10-12 weeks from May/June through August. The positions may be extended. Summer interns must be able to work Monday through Friday approximately 8:30 a.m. to 5:00 p.m. Federal regulations may restrict interns' ability to contemporaneously hold other employment.

Assignments:

Interns will work with Administrative personnel, Assistant United States Attorneys, and support staff in all Divisions simultaneously as commensurate with experience. They will assist the Administrative Division in performing all areas of management and administration including, personnel; budget and finance; security; procurement; property; supply and records management; facilities; office automation and information management; and litigation support. The interns may also receive assignments commensurate with experience from AUSAs and support staff involved in case preparation, including: researching legal issues, assisting with case evaluations, and providing trial support. The office will endeavor to expose interns to various practice areas, providing them with opportunities to develop other skills used in legal advocacy. All Office employees are required to perform other assignments as required by need including clerical support.

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.

Student volunteers are not considered to be federal employees for any purpose other than for purposes of 5 USC Section 7905 (relating to commuting by means other than single-occupancy motor vehicles), 4 USC Chapter 81 (relating to compensation for injury) and 28 USC Sections 2671 through 2680 ((relating to tort claims). As such, they are not eligible for any other employee benefit (e.g., leave, overtime, health benefits, life insurance, retirement, thrift savings plan).

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.