Office of Executive Inspector General
Division of Investigations
Position Description
Legal Intern

POSITION SUMMARY: Under direct supervision of management staff of the Office of Executive Inspector General (OEIG), serves as Legal Intern. The intern is provided the opportunity to assist OEIG's management staff by conducting legal research, drafting memoranda on matters related to the functions and policies of the Office and reviewing cases and writing founded reports. This internship involves working with information of an extremely sensitive and confidential nature.

ESSENTIAL RESPONSIBILITIES:

1. At the direction of the OEIG management staff, responsible for drafting legal memoranda and corresponding assignments.

2. Responsible for tracking, prioritizing, and completing assignments in a timely manner.

3. Responsible for completing any requested edit or revision by management staff.

4. Responsible for conducting legal research and providing a written analysis on the legal merits of research.

5. Responsible for completing other miscellaneous projects as assigned or required.

ADDITIONAL RESPONSIBILITIES: Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

REPORTS TO: Management staff of the Office of Executive Inspector General

MINIMUM REQUIREMENTS:

- must be a current, second, or third year student (or its equivalent if a part-time student) enrolled in an accredited law school or preparing for a bar exam shortly after graduation from an accredited law school;
- demonstrated legal writing abilities through legal briefs, legal writing courses and/or competitions, law review experience, and previous job experience involving writing (e.g. judicial externship) is preferred;
- knowledge and experience drafting legal memorandums and conducting legal research;
- ability to organize and prioritize multiple projects;
- ability to communicate effectively both orally and verbally;
- commitment to maintaining confidentiality and professionalism;
- high level of enthusiasm and desire to learn how to investigate fraud and abuse in State government; and
- demonstrated knowledge of Westlaw and Microsoft Office Suite (Excel, Word, Outlook) and other internet applications.

PHYSICAL FACTORS: Duties are generally performed in an office setting and typically includes:

- sitting for extended periods of time;
- using personal computer, photocopier, facsimile, telephone, and teleconference equipment;
- handling and transporting documents weighing up to 30 lbs.; and
- standing, reaching, and bending at the waist or bending of the legs.