

Office of Executive Inspector General
Position Description: Legal Intern/Extern

POSITION SUMMARY: Under supervision of the Office of Executive Inspector General (OEIG), serves as Legal Intern/Extern. The intern/extern is provided the opportunity to assist OEIG staff by conducting legal research and drafting memoranda on matters related to the functions and policies of the OEIG and/or other State agencies, and assist in reviewing cases and writing final investigative reports. This internship involves working with information of an extremely sensitive and confidential nature associated with investigations and legal proceedings.

ESSENTIAL RESPONSIBILITIES:

1. Drafting legal memoranda and corresponding assignments.
2. Conducting legal research and providing a written analysis on the legal merits of research.
3. Assisting OEIG staff in reviewing cases and writing final investigative reports. Final reports include: documentation of allegations, investigative steps taken, evidence adduced, analyses of ethical and legal implications, findings and recommendations for appropriate action.
4. Assisting OEIG staff in development and execution of investigative plans, including with respect to legal issues that arise during investigations.
5. Tracking, prioritizing, and completing assignments in a timely manner.
6. 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: OEIG Management Staff

MINIMUM QUALIFICATIONS:

- Must be currently 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/or previous job experience (e.g. judicial externship) is preferred.
- Knowledge and experience drafting legal memoranda 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.
- Enthusiasm and desire to learn how to investigate fraud and abuse in State government.
- Demonstrated knowledge of online legal research tools (e.g., Lexis, Westlaw), Microsoft Office Suite (Excel, Word, Outlook), and other internet applications.