

Legal Intern 2011 (Paid)

Office of the General Counsel, Region 10
U.S. Department of Health and Human Services (HHS)
Seattle, Washington

The Office of the General Counsel (OGC) of the U.S. Department of Health and Human Services (HHS) in Seattle is seeking a full-time legal intern for the summer of 2011, with the possibility of continued part-time employment (16-32 hours per week) during the 2011-2012 academic year. Candidates must have completed the second year of law school when the internship starts; part-time students are encouraged. Interns are paid on a pro-rated basis at the annual salary for a GS-7 level Federal employee (\$41,390.00 per year/ approx \$19.83 per hour).

About our office: The Seattle Regional Office has nine (9) attorneys and two administrative staff. We represent a variety of client agencies within HHS, including the Centers for Medicare and Medicaid Services, the Indian Health Service, the Office for Civil Rights, the Administration for Children and Families, and the Public Health Service. Our office handles matters in administrative and judicial litigation as well as a wide variety of administrative, regulatory, enforcement, contract, and personnel matters pertaining to HHS's substantive programs. For additional information on the Department and its programs, please visit our website at www.hhs.gov/ogc.

About the intern opportunity: The legal intern will be assigned to work with attorneys on all aspects of our government legal practice, including litigation and client counseling. Assignments may include legal research, drafting legal briefs or client advice memos, supervised client interaction, and assisting with all phases of litigation, including discovery and trial preparation. In the past, our interns have assisted us in preparing for administrative trials in nursing home enforcement cases and Equal Employment Opportunity hearings, in addition to assisting us in providing in-house counsel to our clients. This position does not involve formulation of policy or drafting regulations.

Interested candidates should forward a resume, one writing sample (no more than 10 pages total), and a cover letter. In the cover letter, please explain why you are interested in this position, why you have chosen this particular writing sample, and what distinguishes your application package. You may send your application package by e-mail or regular mail to:

Office of the General Counsel, Region 10
Attention: Pamela Parker, Chief Counsel
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Applications must be received by close of business on March 23, 2011.