



Office of the Inspector General

SOCIAL SECURITY ADMINISTRATION

Summer 2023 - LEGAL INTERNSHIP PROGRAM POSITION ANNOUNCEMENT

WHAT WE DO: The Office of the Counsel to the Inspector General (OCIG) provides independent legal advice and representation to the Social Security Administration (SSA), Office of the Inspector General (OIG) in support of OIG's mission to prevent and detect fraud, waste, and abuse in SSA's programs and operations. OCIG also develops training for OIG employees, assists OIG managers with personnel matters, handles civil monetary penalty actions under Section 1140 of the Social Security Act, represents OIG in litigation and serves as SSA OIG's Whistleblower Protection Coordinator.

POSITION TITLE: Legal Intern

SALARY: This is a non-paid volunteer internship, but the selectee may apply for law school academic credit, with OCIG assistance and support. OCIG does not participate in Federal work-study or grants.

WORK LOCATION: OCIG headquarters in Woodlawn, Maryland. It is currently anticipated that all work will be performed by interns remotely and no travel will be required during the COVID-19 pandemic; applicants must have a suitable location from which they can work that is equipped with internet service. Selectee(s) will be required to complete a telework agreement and non-disclosure form prior to appointment.

NUMBER OF POSITIONS AVAILABLE: Multiple

DATE POSITIONS ARE AVAILABLE: Summer 2023 opportunities are available. Minimum commitment of 20 hours per week for ten weeks of participation is preferred.

WORK HOURS: Schedules will be created at the commencement of the internship, with daily hours between the times of 6 a.m. to 6 p.m., Monday through Friday. Interns are able to work a maximum shift of eight hours daily, with supervisory approval.

JOB SUMMARY: Assist OCIG attorneys and staff in developing and preparing cases for filing, keeping abreast of legislation and key congressional hearings, and advising management and staff. Provide support for ongoing litigation. Responsibilities typically include conducting legal research, drafting motions, discovery, and memoranda of law on a variety of fraud, employment, contract, audit, and other general law issues. Attorneys handle matters covering a broad spectrum of issues, including disclosures under the *Freedom of Information Act (FOIA)* and the *Privacy Act*, contract review, audit development and review, whistleblower protection, employee performance and misconduct, and civil monetary penalties authorized under section 1140 of the *Social Security Act*. An internship with OCIG provides an outstanding opportunity to work on novel issues of federal law, gain practical experience, and explore the possibility of a legal career with the Federal Government.

QUALIFICATIONS: Applicants must have completed at least two semesters of study at an ABA accredited law school. Candidates must be currently enrolled in law school, be in good academic standing, and possess excellent research, writing, and cite checking skills.

HOW TO APPLY: Applications packages should include: a cover letter of no more than two pages with the applicant's hours/schedule availability, that discusses the applicant's interest in public service and why they would like to intern with OCIG; a resume; a law school transcript (official or unofficial); and three references. Resumes should include applicant's writing experience (no writing samples) and relevant employment experience.

If you seek law school credit for an internship, please indicate that fact in your cover letter. Interested candidates should submit applications electronically to **OIG.OCIG.Intern.Recruitment@ssa.gov**. **All applications must be received no later than 11:59 p.m. EST on January 27, 2023 to receive consideration for summer of 2023.**

NOTIFICATION: Applications will be acknowledged by e-mail upon receipt. Applicants may be contacted if additional information is needed or to schedule an interview.

OTHER REQUIREMENTS: All offers are contingent upon successful security and suitability clearance. Candidates must successfully complete security and suitability clearance requirements prior to appointment.

WEBSITE: <https://oig.ssa.gov/about-oig/offices/office-counsel>

OTHER INFORMATION: OCIG provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify OCIG at OIG.OCIG.Intern.Recruitment@ssa.gov. The decision on granting a reasonable accommodation will be made on a case-by-case basis.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

For additional information about this position, please forward your inquiries to OIG.OCIG.Intern.Recruitment@ssa.gov.