



# Office of the Inspector General

SOCIAL SECURITY ADMINISTRATION

## **Spring 2025 - LEGAL INTERNSHIP PROGRAM POSITION ANNOUNCEMENT**

### **OFFICE OF THE COUNSEL TO THE INSPECTOR GENERAL SOCIAL SECURITY ADMINISTRATION, OFFICE OF THE INSPECTOR GENERAL**

**WHAT IS SSA OIG:** The Social Security Administration, Office of the Inspector General (SSA OIG) is an independent agency that serves the public through conducting independent oversight of the Social Security Administration's (SSA) programs and operations. SSA OIG accomplishes this mission through conducting audits, evaluations, and investigations.

**WHAT OCIG DOES:** The Office of the Counsel to the Inspector General (OCIG) operates as a "general counsel's" office to the SSA OIG, providing a breadth of independent legal advice and representation to the Inspector General, SSA OIG components and SSA OIG employees. OCIG attorneys work in areas of law including contract law, fiscal and procurement law, privacy and disclosure law, Federal records management law, legislation, and consumer protection.

**POSITION TITLE:** Legal Intern

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

**WORK LOCATION:** All work will be performed by interns remotely and no travel will be required; applicants must have a suitable location from which they can work that is equipped with Internet service. Selectees will be required to complete a telework agreement and non-disclosure form prior to appointment. OCIG headquarters are located in Woodlawn, Maryland and interns may be presented optional opportunities to attend in-person events.

**NUMBER OF POSITIONS AVAILABLE:** 2

**DATE POSITIONS ARE AVAILABLE:** Spring 2025. Internship opportunities can be designed to meet selectees' academic schedules. Internship opportunities can be designed to meet selectees' academic schedules. Minimum commitment of 10 hours per week for 10 weeks of participation is preferred for the spring.

**WORK HOURS:** Schedules will be created at the beginning 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 8 hours daily, with supervisory approval.

**JOB SUMMARY:** Assist OCIG attorneys by conducting legal research and drafting 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, employee performance and misconduct, and civil monetary penalties authorized under section 1140 of the *Social Security Act*. Interns will have the opportunity to be exposed to several areas of administrative law. 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.

**MENTORSHIP:** While this internship is remote, selectees will have the opportunity to work closely with their supervisors through frequent scheduled check-ins. Further, selectees will receive assignment-based mentoring from attorneys in the office.

**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](mailto:OIG.OCIG.Intern.Recruitment@ssa.gov). **All applications must be received no later than 11:59 p.m. EST on September 30, 2024, to receive consideration for spring of 2025.**

**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](mailto: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.**