

Position Description

The U.S. Election Assistance Commission is an independent Commission established by the Help America Vote Act (HAVA) of 2002. The Office of the General Counsel (OGC) seeks legal interns to support the OGC in its duties and functions during the summer of 2023.

The EAC is charged with developing guidance to meet HAVA requirements, adopting voluntary voting system guidelines, accrediting testing laboratories, certifying voting systems, maintaining the national mail voter registration form, auditing the use of HAVA funds, and serving as a national clearinghouse of information about election administration. Four commissioners, appointed by the President and confirmed by the U.S. Senate, carry out the mission of the EAC as provided by HAVA and set policy for the Commission.

This internship is a paid position and incumbents will report to the General Counsel. Duties include conducting ad hoc legal research on matters pertaining to, but not limited to, grants administration, ongoing litigation, the Administrative Procedure Act, the Privacy Act, the Federal Advisory Committee Act, and the Paperwork Reduction Act. Additional responsibilities include drafting legal memorandums and briefs as requested, assisting with Freedom of Information Act (FOIA) requests, and supporting the General Counsel and EAC staff in FACA board activities. The intern will also perform other duties as assigned by the General Counsel.

QUALIFICATIONS

Education: Candidates must have successfully completed at least one year of law school by May 31, 2023. Applicants with a record of excellence in academic achievement, superior legal research and writing skills, strong analytical skills, and exceptional communication abilities are encouraged to apply.

Technical Qualifications: The ability to handle multiple tasks simultaneously and complete projects under tight deadlines is required. Candidates should have strong communication and organizational skills and be able to perform requested legal and factual research using Westlaw and other sources as applicable. Candidates should be able to work well both independently and as a part of a team.

How You Will Be Evaluated

You will be evaluated for this job based on how well you meet the qualifications above. Additionally, EAC will assess qualified applicants by comparing each candidate's qualifications to those pertinent to the position. EAC will consider relevant skills and experience, education and training. Please ensure your resume and application materials include detailed information to support your qualifications for this position.

Required Documents

The following documents are required and must be received by the closing date of this announcement:

1. A complete Resume (which includes hours worked, starting/ending dates (month and year), and if Federal employment - series, pay plan and grade).
2. An SF-50 if currently or previously a federal employee.
3. Most recent Performance Appraisal.
4. A legal writing sample not to exceed 10 pages.
5. Unofficial transcript demonstrating completion of at least one year of law school at an accredited institution recognized by the U.S. Department of Education.

How to Apply

Please submit a cover letter, resume, unofficial transcripts with current coursework, and contact information for two references to resumes@eac.gov by February 17, 2023 to ensure consideration. Only complete applications will be considered, and early applications are encouraged.