



VOLUNTEER INTERN/LEGAL INTERN PROGRAM

join the journey **PROGRAM** *join the journey*
experience public service

FREQUENTLY ASKED QUESTIONS

What does the Office of the Attorney General do?

The Office of the Attorney General can be divided into five major areas: civil litigation, criminal justice, general counsel, child support, and administrative. There are more than forty separate divisions among the five areas; most of the divisions host law clerks and interns throughout the year. For detailed description of the divisions, see the Duties & Responsibilities of the Attorney General brochure.

What types of positions are available with the Office of the Attorney General?

Interns are usually students in undergraduate or graduate degree programs that require practical work experience. We place students interested in government, public policy, social work, civil law, social services, criminal justice, accounting, human resources, media and public relations, public finance, child support collections, information technology, etc. If requested, we will provide students with documentation of their work experiences to apply for course credit.

Legal Interns are law students who are selected either through our in-house recruiting committee or our on-campus recruiting program. Interested law students are encouraged to send their applications and resumes as instructed below or check with your law school to see if we are scheduled to visit your campus during Fall On Campus Interviews (OCI).

In addition, we encourage interested out-of-state students to submit applications as outlined below. Some schools offer fellowships or stipends to their student who work for

government entities during the summer. Check with your school's career services office for details regarding stipends, hiring criteria, resume drop deadlines, etc. We place law students in any of our 20+ legal divisions, where they will work under the direct supervision of a senior attorney.

Volunteers are citizens who wish to gain practical work experience, make a contribution to the agency, or provide public service. We welcome all citizens who wish to gain meaningful experience in a government agency!

What are the benefits of interning or volunteering with the OAG?

- The OAG offers placement in our field offices in the Child Support, Crime Victims Services and Consumer Protection Divisions
- Allows you to gain practical work experience
- Provides an opportunity to perform valuable public service
- Permits you to observe how state government helps the people of Texas
- Helps to refine career goals
- Improves your marketability as a potential employee
- Develops workplace skills and interpersonal skills
- Fosters professional development
- May help you earn course credit, depending upon your degree plan and institution
- Widens your circle of professional contacts

How do I apply?

The Office of the Attorney General participates in public service career events throughout the state; please check with your career services office.



To apply directly, mail a completed intern application, a resume, writing sample, and current transcript to the address listed below. The application is accessible through links on our web site at <http://www.oag.state.tx.us>. Unless otherwise specified, all positions will be located in Austin, Texas.

Law students seeking legal internships, should apply by the dates noted on the website under the Legal Intern Program. Law students must submit a resume, official transcript, writing sample, and an application to:

Loretta Aranda
Litigation Training and Recruitment Coordinator
Post Office Box 12548
Austin, Texas 78711-2548
loretta.aranda@oag.state.tx.us
512-939-1829

Application deadlines for the VIP are July 15 for the fall term; November 15 for the spring term; March 1 for the summer session, but check with Jewell Smith for any changes in these dates.

College students, volunteers/citizens, and others must submit a resume, transcript, and application to:

Jewell Smith
Volunteer/Intern Program Coordinator
300 West 15th Street
Austin, Texas 78701
jewell.smith@oag.state.tx.us
512-475-3680

What are your hiring criteria?

We seek dedicated, motivated students and citizens who possess a genuine desire to perform public service. Among the factors we consider are grade point average and class rank, participation in extracurricular activities, oral and written communication skills, interest in public service, and prior employment.

I've received an offer; when do I start?

The Intern Programs operate on a semester schedule: the fall term runs from September 2 through December 17; the spring term runs from January 12 through May 14; and the summer session runs from May 1 through August 20. Interns must make a three-month commitment (legal interns generally work a six-week term) and are expected to work a minimum of 15 hours per week.

All new employees must attend an orientation program presented by our Human resources division the morning of their first day of work. Interns, volunteers, and legal interns will attend additional sessions addressing ethics, confidentiality, library and training resources, and open records issues.

Where will I be placed?

Every attempt will be made to accommodate interns' areas of interest. After taking into account their preferences, as well as divisions' workloads and hiring needs, each intern will be placed in a particular division. Some rotation may be possible. Each intern will be assigned a supervisor, through whom work assignments are made. The supervisors are responsible for evaluating the students' work product and providing constructive criticism. Depending on experience and qualifications, the students will perform research and write memoranda; manage case files; perform administrative duties such as filing, copying staffing receptionists' desks; assist with preparation for trials, hearings, and depositions; attend client meetings; assist constituents; attend trials, hearings, arguments, and depositions; research legislative histories, etc. There will be social and training events scheduled for interns, legal interns, and volunteers, including receptions with the Attorney General and members of his Executive Management team.

Will I be re-hired next summer / after I graduate?

If a student wishes to intern for more than one semester, he may request a longer assignment through the Intern/Volunteer Coordinator. Each student will participate in an exit interview at the end of his internship, during which the possibility of future employment with the Office of the Attorney General may be discussed.

What if I want to apply for a position with the Child Support Division?

Interns also play a pivotal role working in one of our many Child Support field offices located throughout the state. While working in the Community Services and Volunteer Program, volunteers and interns provide full time staff with invaluable support and assistance in processing volume caseloads and completing other important functions of the Division. Your help may provide assistance in developing and enforcing child support orders, locating absent parents, and assisting with paternities.

Volunteers and interns interested in applying for an internship with the Child Support Division in Austin or an of its outside field offices, please contact a Community Services & Volunteer Program Coordinator nearest you at: <http://www.oag.state.tx.us/child/roclist.shtml>