

Law Clerk Intern

Title: Law Clerk Intern
Department: As assigned (NCPA, NCPVAW, NTLC PSN)
Division: Research and Development
Location: Alexandria, Virginia – Headquarters

Organizational Role

The Law Clerk conducts legal research and assists senior and staff attorneys with technical assistance for prosecutors and allied criminal justice professionals. There are positions available in Child Abuse, Violence Against Women, Traffic Law and Gun Violence.

General Purpose

Legal research and writing

Position Responsibilities

- Research, update, and synthesize the latest relevant research and case law
- Cite-check and proofread documents
- Research and update files on expert witnesses
- Prepare technical assistance packets
- Write articles and contribute to legal publications
- Perform other duties as assigned

Position Requirements/Essential Skills and Experience

- Law student
- Strong research and legal analysis skills
- Strong interpersonal skills
- Strong organizational skills and the ability to manage multiple projects
- Attention to detail
- Basic proficiency in MS Word, Excel, PowerPoint, Internet, and Outlook
- Interest and knowledge or experience in criminal justice

Strongly Preferred Skills and Experience

- Completed coursework in criminal law, criminal procedure, and evidence
- Demonstrated substantive and specialized knowledge and experience in criminal justice
- Undergraduate degree or studies in criminal justice, social sciences or related fields
- Advanced skills in software programs listed above

Travel Requirements

Some travel may be required

Internal Communications

- Reports to Program Manager or designated attorney
- Works closely with program staff and various NDAA staff members

External Communications

Communicates with prosecutors, allied professionals, faculty, students, vendors and the general public

To Apply

Send your cover letter, resume, transcript and writing sample to hr@ndaa.org. Please indicate which program(s) and semester you are interested in interning for.