

Externship/Internship Opportunities with the Office of Privacy and Civil Liberties

Position: Law Student Volunteer, Office of Privacy and Civil Liberties (Academic Year or Summer)

Hiring Organization: Office of Privacy & Civil Liberties (OPCL)

Hiring Office: N/A

Job Title: Law Student Volunteer (Intern/Extern)

Location: Washington, DC (in-person)

Job Announcement Number: N/A

About the Office: The Office of Privacy and Civil Liberties (OPCL) supports the duties and responsibilities of the Department's Chief Privacy and Civil Liberties Officer (CPCLO). The CPCLO is a member of the Office of the Deputy Attorney General, and the principal advisor to the Attorney General, Department Leadership, and components on issues involving privacy and civil liberties policy and compliance. Under the CPCLO's leadership, OPCL is responsible for ensuring the Department's compliance with privacy and civil liberties-related laws and policies, and appropriately minimizing related risks, including under the Privacy Act of 1974, Judicial Redress Act of 2015, and privacy provisions of the E-Government Act of 2002 and Federal Information Security Modernization Act of 2014, as well as administration policy directives issued in furtherance of those Acts. OPCL develops and provides Departmental privacy training; oversees the Department's responses to data breaches; ensures the Department has adequate procedures to receive, investigate, respond to, and redress complaints from individuals who allege the Department has violated their privacy or civil liberties; prepares privacy-related reporting to Congress, the Privacy and Civil Liberties Oversight Board, and other appropriate entities; and reviews the information handling practices of the Department to ensure that such practices are consistent with the protection of privacy and civil liberties. Finally, OPCL is responsible for advising Department leadership and components concerning international data protection and privacy laws and policies. In this role, OPCL participates in international organizations charged with addressing these issues, and helps represent the Department in international negotiations designed to harmonize privacy related laws, policies and practices related to the Department's law enforcement and national security missions, which increasingly must take place in an information ecosystem where the handling of personal data by one country is inextricably intertwined with that of others. OPCL also administratively supports the Data Protection Review Court, the second level of a two-level redress mechanism that is an essential pillar of the EU-U.S. Data Privacy Framework. For more information, please visit: <https://www.justice.gov/opcl>.

Job Description: OPCL volunteer opportunities are available for qualified candidates (rising second-year and third-year law students) interested in summer law internships or academic semester law internships (sometimes called "externships"). Law interns work directly with attorneys on cutting edge legal issues relating to privacy and civil liberties. Intern projects include: legal research and analysis in support of the Office's privacy compliance and policy development responsibilities; reviewing proposed legislation; editing Department privacy documentation; assisting in publishing the Department of Justice's *Privacy Act Overview*, including proofing, editing, cite-checking, and case law analysis; reviewing U.S. and international privacy-related legislation, regulations, and policies; preparing the CPCLO for public speaking engagements; and other duties as assigned.

Number of Position: Summer/Fall/Spring: 1-3

Qualifications: Interns must be a U.S. citizen (may be a dual-citizen), enrolled in an accredited law school, and must have:

- a strong academic background;
- excellent research and writing skills;
- interest in privacy and civil liberties issues; and
- experience, knowledge, or interest in The Privacy Act of 1974, the E-Government Act of 2002, the Federal Information Security Modernization Act of 2014, emerging technologies, cybersecurity, U.S. and international privacy issues, and/or administrative law.

Summer Interns must have completed at least one year of law school and be willing to commit 10-12 weeks (full-time) to OPCL. In special circumstances, OPCL may consider a shorter commitment.

Fall and Spring Semester Interns must have completed at least one year of law school and be willing to commit at least 15-20 hours a week to OPCL. In special circumstances, OPCL may consider a shorter commitment. OPCL will consider semester "full time" positions from law students who attend law schools with formal externship programs.

Due to the sensitive nature of the work, applicants must successfully complete a suitability/fitness review and receive a favorable determination based on information provided in their security forms, a credit report, and fingerprint check before a formal offer for an internship can be extended.

Salary: All internships are unpaid.

Travel: N/A

Application Process and Deadline: Applicants must submit a cover letter, resume (not to exceed 1 page), a short or partial writing sample (not to exceed 10 pages), and a law school transcript (when available) to privacy.employment@usdoj.gov.

- Summer: Apply by February 7
- Fall: Apply by May 7
- Spring: Apply by September 7

Relocation Expenses: N/A