

OSC LAW STUDENT (CLERK) ANNOUNCEMENT

POSITION INFORMATION:	Law Clerk – Multiple Vacancies
OPENING DATE:	March 25, 2024
CLOSING DATE:	May 1, 2024
SALARY:	Unpaid/Class Credit
LOCATION:	Washington, DC or Remote/Virtual
ANTICIPATED TERM:	Summer 2024

JOB SUMMARY:

The U.S. Office of Special Counsel’s (OSC) primary mission is to promote accountability, integrity, and fairness in the federal workplace. To achieve this mission and promote good government in the federal executive branch, OSC’s obligations are, broadly speaking: (1) to uphold the merit system by protecting federal employees, applicants, and former employees from prohibited personnel practices, curbing prohibited political activities in the workplace, and preserving the civilian jobs of federal employees who are reservists and National Guardsmen; and (2) to provide a safe channel for federal employees, applicants, and former employees to disclose wrongdoing at their agencies. These two responsibilities work in tandem to maintain the integrity and fairness of the federal workplace and to make the government more accountable.

OSC employs approximately 130 full time staff principally but not exclusively in Washington, DC.

AREA OF CONSIDERATION:

OSC is seeking law students for unpaid internships/externships to assist with all aspects of the agency’s work including its Immediate Office of the Special Counsel (IOSC) and Case Review Division (CRD).

Immediate Office of the Special Counsel

The Special Counsel and IOSC are responsible for policy-making and overall management of OSC. This responsibility encompasses supervision of the agency’s congressional liaison and public affairs activities.

Major duties and responsibilities of IOSC law clerks include assisting front office staff with research projects, drafting memos, and reporting on important and/or relevant Congressional

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hearings. IOSC law clerks will be exposed to all of OSC's programmatic functions and will be given a large breadth of experience with all of OSC's operations.

Case Review Division

CRD is responsible for conducting the first line review of all disclosure and prohibited personnel practice complaints filed with OSC. CRD also performs the Office of the Clerk functions for OSC, which involves implementing the Controlled Unclassified Information (CUI), Privacy, Freedom of Information Act (FOIA), and Records Management programs, and providing legal or policy advice to agency officials on matters related to these programs.

Major duties and responsibilities of CRD law clerks include assisting in the screening of new allegations to ensure that disclosures and prohibited personnel practice complaints within OSC's jurisdiction are directed to the appropriate program units for further action, specifically the Disclosure Unit, Investigation and Prosecution Division, or the Retaliation and Disclosure Unit. Complaints that are not within OSC's investigative jurisdiction are closed based on grounds such as failure to state a claim for which relief can be granted, collateral estoppel, statute of limitations, or lack of personal or subject matter jurisdiction.

QUALIFICATION REQUIREMENTS:

Students must have completed at least one full year with an accredited law school at the beginning of the current academic term.

EVALUATION PROCESS:

To apply for this position, you must provide a complete application package as soon as possible, which includes the following required documentation:

- Cover Letter: Should include a personal statement reflecting your background and interest in the position. **Your cover letter must also indicate if you are seeking consideration for IOSC, CRD, or both.**
- Resume: Please include employment history, dates of employment (MM/DDDD), education history, volunteer activities, and awards/achievements (scholastic/professional).

Applications will be accepted through the closing date of this announcement or until all available positions are filled.

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HOW TO APPLY:

Submit your complete application package to employment@osc.gov.

OSC seeks to provide reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Qualified applicants will receive consideration without regard to such factors as race, sex, age, national origin, sexual orientation, political affiliation, marital status, disability, membership or non-membership in an employee organization, or personal favoritism.

Privacy information: The application that you submit for this position contains information that is subject to the Privacy Act of 1974 (PL. 93-579, 5 U.S.C. § 552a). Information regarding this act is available upon request in the Office of Special Counsel.

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