



## **INTERNSHIP ANNOUNCEMENT LAW CLERK (VOLUNTEER STUDENT INTERN)**

**Locations:** MSPB Regional and Field Offices

November 2022

**Start/End Dates:** Flexible

**Deadline:** Until filled

**Salary:** Unpaid

### **What is the U.S. Merit Systems Protection Board?**

The U.S. Merit Systems Protection Board (MSPB) serves as guardian of the Federal Government’s merit-based system of employment. The mission of the MSPB is to “protect the Merit System Principles and promote an effective Federal workforce free of prohibited personnel practices.” Visit <https://www.mspb.gov/about/about.htm> to learn more about MSPB’s mission and its functions.

### **What do the regional offices do?**

The MSPB regional offices serve the Board’s mission through its administrative judges who hear and decide appeals from Federal employees of personnel actions. MSPB administrative judges also decide cases involving benefits to Federal annuitants, improper political activities by government employees, claims of reprisal for whistleblowing, and unlawful discrimination.

### **Where are internships available?**

The MSPB has regional and field offices in eight major U.S. metropolitan areas: Atlanta, Chicago, Dallas, Denver, New York, Oakland, Philadelphia, and Washington, D.C. Visit <https://www.mspb.gov/about/contact.htm> for details on each office’s contact information and jurisdiction. Administrative judges and a chief administrative judge in each location hear and decide appeals from Federal employees, applicants for Federal employment, and Federal annuitants, in accordance with the Board’s jurisdiction. Federal employees may appeal removal actions, demotions, or disciplinary suspensions. Appeals may also concern noteworthy issues of whistleblower protection, veteran’s preference rights, or prohibited discrimination. Administrative judges also conduct settlement conferences and prehearing conferences, issue Board orders, resolve discovery disputes, issue subpoenas, conduct formal Board hearings and issue initial decisions for the Board.

The U.S. Merit Systems Protection Board (MSPB) is an independent, quasi-judicial agency whose mission is to protect the Merit System Principles and promote an effective Federal workforce free of Prohibited Personnel Practices.

**U.S. Merit Systems Protection Board, 1615 M Street, NW, Washington, DC 20419**

**What do interns in the regional offices do?**

Interns work under the direct supervision of the chief administrative judges and conduct legal research, draft orders, review transcripts and case files, make routine calls to the parties, observe and assist administrative judges during their conferences and hearings, and draft initial decisions. Interns are expected to work on-site at the regional or field office as circumstances permit.

**Are interns paid? Is academic credit available?**

Internships are unpaid volunteer positions. However, if applicable, we are happy to provide the documentation required for academic credit upon satisfactory completion of the internship. A public transportation subsidy may also be available if applicable.

**Do the regional offices accept first year law students as interns?**

Yes, students who will have completed their first year of law school are encouraged to apply.

**When are positions available?**

Positions are available throughout the year for students currently enrolled in an academic program.

**How do interested students apply?**

We require a resume, writing sample, one or two references, and an interview. A first-year legal research and writing document is an acceptable writing sample. Your references should be able to attest to your legal skills. You may submit your application materials by mail, fax, or email to the attention of the chief administrative judge in the location of interest. A transcript will be required if selected. Contact information for each regional and field offices is listed here: <https://www.mspb.gov/about/contact.htm>.