



CRIMINAL DIVISION (CRM)
NARCOTIC AND DANGEROUS DRUG SECTION
UNDERGRADUATE STUDENT VOLUNTEERS
WASHINGTON, DC 20018 UNITED STATES

The Narcotic and Dangerous Drug Section (NDDS) solicits applications from energetic, organized, and detail-oriented junior and senior undergraduate students to fill intern/extern openings.

About the Office:

NDDS supervises and has responsibility for enforcing federal statutes pertaining to narco-terrorism, narcotic drugs, and other controlled substances. NDDS advises the Assistant Attorney General, Criminal Division, Department of Justice, and other federal officials involved in drug enforcement on all matters related to federal narcotics and narco-terrorism law enforcement including proposed and enacted legislation, policy, enforcement initiatives, and criminal and civil litigation. NDDS has direct litigation responsibilities in significant drug and narco-terrorism investigations and prosecutions targeting national and international narcotics trafficking and money laundering organizations.

As the federal agency whose mission is to ensure the fair and impartial administration of justice for all Americans, the Department of Justice is committed to fostering a diverse and inclusive work environment. To build and retain a workforce that reflects the diverse experiences and perspectives of the American people, we welcome applicants from the many communities, identities, races, ethnicities, backgrounds, abilities, religions, and cultures of the United States who share our commitment to public service.

Job Description:

Interns will assist paralegal and attorney staff in performing legal and factual research and other closely related duties of a complex nature in support of the investigation and prosecution of complex criminal matters. This includes: digesting substantive materials and transcriptions of trial testimony or witness interviews; compiling, indexing, duplicating, and collating documents; reviewing and analyzing information, including statistical data, relevant to criminal cases and matters; preparing memoranda, discovery and other documents for attorneys; conducting factual research for a variety of purposes; preparing tables of contents, indexes for legal briefs, memoranda, and other such documents; specific problems and issues raised in litigation or correspondence; and performing a variety of other duties which may be assigned, such as on complex transnational crime, international narcotics or illicit finances matters.

Qualifications:

Only junior and senior students may apply. Students must be enrolled either full-time or part-time in a college, university, or comparable educational institution. Students must be in good standing academically and eligible to continue as an enrolled student during the internship. The ideal candidate thrives in a fast-

paced, collaborative work environment, possesses strong writing and communication skills, demonstrates proficiency dealing with Internet and computer technologies and produces high quality academic results, evidenced by a “B”/3.0 (or better) Grade Point Average.

All offers require obtaining a proper security clearance after a review conducted by the Federal Bureau of Investigation. U.S. citizenship required and applicants must have resided in the U.S. for at least 37 of the last 60 months.

Minimum Hours Required:

- Spring and Fall: Full semester (at least 16 hours per week)
- Summer: Full Term (35 - 40 hours per week)

Application Process:

Applicants should email a completed application to: ndd.interns@usdoj.gov including his/her name and the semester for which the internship is sought in the subject line. E-mail applications should include:

- (1) a cover letter, including the weeks and days available to work;
- (2) a resume;
- (3) a writing sample (10 pages maximum); and
- (4) transcripts from current degree program.

The cover letter should be addressed to “NDDS Internship Coordinator.” All documents should be in PDF format; a single, combined PDF (rather than multiple) is preferred.

Application Deadlines:

Applications are reviewed and positions offered on a rolling basis. The following are deadlines for each semester/summer term:

- Fall internship position, please submit no later than June 15
- Spring internship position, please submit no later than October 1
- Summer internship position, please submit no later than April 10