

**DC Office of Human Rights**  
**Investigations Division Law Clerk**  
**Position Description**  
**Fall 2015**



The DC Office of Human Rights (OHR) is seeking skilled law clerks interested in investigating complaints of discrimination in the District of Columbia.

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Washington, DC 20001  
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[www.ohr.dc.gov](http://www.ohr.dc.gov)

Background: The DC Office of Human Rights (OHR)

The District of Columbia Office of Human Rights (OHR) was established to eradicate discrimination, increase equal opportunity and protect human rights for persons who live in or visit the District of Columbia. The agency enforces local and federal human rights laws, including the DC Human Rights Act, by providing a legal process to those who believe they have been discriminated against. Learn more at [www.ohr.dc.gov](http://www.ohr.dc.gov).

Position Description

Designed specifically for law school students, this program provides a unique opportunity to improve the quality of life of individuals who live, work, or visit in the District. Investigations law clerks will work alongside OHR staff in a fast-paced and dynamic work environment. They will be involved in many aspects of the agency's day-to-day work, participate in the implementation of program activities, and provide critical support to the Division. Examples of Investigations Division law clerk duties include drafting investigative documents, reviewing party submissions, performing legal and policy research, participating in multicultural community outreach, and file and record maintenance. At the end of the law clerkship, OHR Investigations Division Law Clerks will have interacted with each phase of the OHR Investigative process and will have a greater understanding of the ways OHR works to eradicate discrimination in the District of Columbia and the nuances of the civil rights laws OHR enforces.

OHR law clerks are unpaid unless otherwise discussed. Law clerks are encouraged to seek school credit for their work with OHR. The Fall 2015 law clerkship will begin in September 2015 and end in December 2015. Law clerkships may be extended upon mutual agreement between OHR and the law clerk. Law clerks are required to commit to a minimum of 16 hours a week to be considered for the program.

Qualifications & Desired Attributes

Law clerks are selected on a competitive basis. The overall profile of the candidates we are looking for encompasses the following:

- A passion for justice and civil rights.
- Ability to perform issue-spotting and fact-finding in specific scenarios. Keen attention to detail is imperative.
- Excellent written and oral communication skills, research and report writing experience.
- Ability to learn quickly and work in a fast-paced environment with minimal supervision.
- Positive attitude and a friendly, professional demeanor.
- Existing relationships and/or the ability to develop relationships with civic groups, organizations and community-based institutions in or around the District.
- Familiarity with Microsoft Office Suite (Word, Excel etc.).
- Working knowledge of anti-discrimination, employment, housing, education, language access, human resources, criminal justice, sociology, and general legal principles/policies.
- Flexibility to work a minimum of 16 hours per week and occasionally more.
- Persons with proficiency in other languages are strongly encouraged to apply (especially Spanish, Amharic, Korean, Vietnamese, Chinese and French).

**To apply, email your resume, a writing sample (5 pgs. or less), and a cover letter to Aimee Peoples by 7/17/15 at [OHR.LawClerks@dc.gov](mailto:OHR.LawClerks@dc.gov)**