



DC Office of Human Rights

Investigations Unit

Law Clerk Position Description

Summer 2020

One Judiciary Square
441 4th Street, NW, Suite 570N
Washington, DC 20001
202.727.4559 tel
202.727.9589 fax
www.ohr.dc.gov

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

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 civil rights for persons who work in, live in, or visit the District of Columbia. The agency enforces local and federal civil rights laws, including the DC Human Rights Act (DCHRA), by providing a legal process to those who believe they have been discriminated against. Learn more at www.ohr.dc.gov.

Position Description

This program provides a unique opportunity to work against discrimination occurring in the District. The Investigation Unit's law clerks will work alongside OHR investigators in a fast-paced and dynamic work environment, with a focus on investigating employment discrimination complaints filed under the DCHRA, Title VII of the Civil Rights Act of 1964, the DC Family and Medical Leave Act (DCFMLA), and other local and federal anti-discrimination laws. Law clerks will be involved in OHR's day-to-day work and will provide critical support to the Investigations Unit. Examples of law clerk duties include: drafting investigative documents, reviewing party submissions, performing fact-specific research, observing and conducting witness interviews, and maintaining investigation case files.

OHR Summer law clerks will receive a stipend of \$2,000 per month and are encouraged to seek funding and/or school credit for their work with OHR. The clerkship will begin in mid-May 2020 and end in early August 2020. Clerkships may be extended upon mutual agreement between OHR and the law clerk. Law clerks are expected to work 40 hours per week for 10-12 weeks; OHR will give preference to applicants available to work 11-12 weeks.

Qualifications & Desired Attributes

Law clerks are selected on a competitive basis and must be enrolled in an ABA-accredited law school. To qualify, law clerks must demonstrate the following skills and interests:

- Ability to perform issue-spotting and fact-finding in specific scenarios – keen attention to detail is imperative.
- Excellent written and oral communication skills, research skills, and report-writing experience. Experience editing and proofreading documents is especially desirable.
- Working knowledge of employment discrimination principles, anti-discrimination laws, investigation best practices, and general legal principles and frameworks. Other desirable knowledge includes familiarity with human resources policies and practices, knowledge of administrative law processes, and/or familiarity with DC government agencies or the federal Equal Employment Opportunity Commission (EEOC).
- Ability to learn quickly and work in a fast-paced environment with minimal supervision.
- Positive attitude and a friendly, professional demeanor.
- A passion for civil rights and/or anti-discrimination work.
- Flexibility to work 40 hours per week for 10-12 weeks.

Persons with proficiency in other languages are strongly encouraged to apply (especially Spanish, as well as Amharic, Vietnamese, Korean, Mandarin, and French).

To apply, email a cover letter, your resume, and a writing sample (5 pages or less) by [1/31/20](#) to Lead Human Rights Officer Jaime Wojdowski at jaime.wojdowski@dc.gov.