

# DC Office of Human Rights

## Investigations Division Law Clerk

### Position Description

### Winter 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, work, or visit in the District of Columbia. The primary function of the agency is to enforce the District of Columbia Human Rights Act, the District of Columbia Family and Medical Leave Act, the District of Columbia Parental Leave Act and the District of Columbia Language Access Act. In addition to those local laws, the OHR, being a Fair Employment Practice Agency and a Fair Housing Assistance Program agency, can investigate and adjudicate complaints of discrimination filed under Title VII of the Civil Rights Act of 1964 (Equal Employment Opportunity Act), Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), the Americans with Disabilities Act (ADA) and the Age Discrimination in Employment Act (ADEA). Learn more at [www.ohr.dc.gov](http://www.ohr.dc.gov)

#### **Position Description**

The OHR seeks dynamic and enthusiastic law clerks to join the Investigations Division. For law school students and recent law school graduates, 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 the Director of Investigations, Human Rights Officers, and Human Rights Specialists in a diverse, 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. Law clerks share responsibility for tasks necessary to keep the office running smoothly and to ensure quality program support. Examples of Investigations Division law clerk duties will 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 in which OHR works to eradicate discrimination in the District of Columbia and the nuances of the civil rights laws we enforce.

OHR law clerks are unpaid unless otherwise discussed. Law clerks are encouraged to seek school credit for their work with OHR. The Winter 2015 law clerkship will begin in January 2015 and end in April 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
- Law student with a 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 11/14/14 at [OHR.LawClerks@dc.gov](mailto:OHR.LawClerks@dc.gov)**