PUBLIC SECTOR INTERVIEW PROGRAM 2020

Employer Information Booklet
PUBLIC SECTOR INTERVIEW PROGRAM 2020
The PSIP brings together a number of employers seeking to fill summer, school year, permanent, paid, or volunteer positions in government, non-profit and legal service organizations. There are two components to PSIP: on-campus interviews and Table Talk, described below:

TABLE TALK
February 3, 12-1:15, Barrister Club
The Table Talk session is similar to a job fair. Employers will provide information about their organizations and open positions. Students should bring the materials requested by each employer in this booklet. Business attire is recommended. Registration is not required for this event.

PARTICIPATING EMPLOYERS
Columbus City Attorney
Industrial Commission of Ohio
Legal Aid Society of Southwest Ohio
Legal Aid of Western Ohio/Advocates for Basic Legal Equality
Ohio Access to Justice Foundation
Ohio Attorney General
Ohio Auditor of State
Ohio Bureau of Workers’ Compensation
Ohio Department of Education
Ohio Department of Natural Resources
Ohio State Bar Association
Ohio State Legal Services Association
Public Utilities Commission of Ohio
Student Legal Services at The Ohio State University
United States Attorney, Southern District of Ohio
United States Marine Corps
COLUMBUS CITY ATTORNEY

Contact Info: Brian E. Shinn, Deputy Chief of Staff; beshinn@columbus.gov
Columbuscityattorney.org

Opportunity for: 1L, 2L

Position Description:
The office of Columbus City Attorney Zach Klein is hiring legal interns/law clerks for our Civil, Prosecution/Traffic Court, Prosecution Legal Resources, and Zone Divisions.

Requirements for Prosecution/Traffic Court Law Clerks only:
• Must be a 2nd year law student (or equivalent) who will be eligible to obtain a legal intern certificate pursuant to Ohio Gov. Bar Rule II.
• Must be able to work 39 hours per week during the summer and approximately 20 hours per week during the school year.
• Must be able to work two mornings per week in traffic court and one early Saturday morning every five to six weeks for criminal arraignment court.

For the Civil, Prosecution Resources, and Zone Divisions, we will consider current 1st and 2nd year law students.

Examples of work:
(Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)
• Research relevant data for pending legislation and/or current topics.
• Perform research for pending legal cases.
• Draft documents for filing in court such as motions, complaints, and briefs.
• Writes legal memos on an as-needed basis.
• Conduct intake interviews with members of the public to assess potential criminal charges.
• Handle arraignment of criminal traffic cases (Prosecution Division Law Clerks with a Legal Intern Certificate from the Ohio Supreme Court).
• Present cases in trial on an as-needed basis. (Prosecution Division Law Clerks with a Legal Intern Certificate from the Ohio Supreme Court).

Knowledge, Skills, and Abilities:
General knowledge of legal search engines; ability to identify problems, analyze information, and recommend solutions; ability to think creatively and come up with solutions to issues; ability to work effectively with persons from all socio-economic and cultural backgrounds; ability to write effectively and clearly; ability to speak and write effectively; ability to develop and maintain effective working relationships with others.

Hiring Preferences: Top 50%

Compensation: Paid position

Requested Documents: Resume, Cover Letter, Transcript, Writing Sample

Participating in: Interviews, Table Talk

Representative(s): Brian Shinn
Contact Info: Jayne Beachler, Legal Research Manager; jayne.beachler@ic.ohio.gov
www.ic.ohio.gov

Opportunity for: 1L, 2L

Position Description:
Attend workers’ compensation law and policy training sessions; Conduct electronic research through Westlaw, the Ohio Supreme Court website, the Industrial Commission website, and the Bureau of Workers’ Compensation website; Prepare synopses of 10th District Court of Appeals cases; Review claim file documents; Observe District Hearing Officer, Staff Hearing Officer, and Commission Level Hearings; Prepare mock orders; Prepare mandamus memoranda; Observe oral arguments for Ohio Supreme Court and Tenth District Court of Appeals cases.

Compensation: Unknown

Requested Documents: Resume, Cover Letter, Writing Sample

Participating in: Table Talk

Representative(s): Jayne Beachler, Keith Carpenter
LEGAL AID SOCIETY OF SOUTHWEST OHIO

Contact Info: Jonathan Ford, jford@lascinti.org; Alpha Taylor, ataylor@lascinti.org
www.lascinti.org

Opportunity for: 1L, 2L, 3L

Position Description:
Recruiting for summer law clerk positions. Interested in meeting with candidates interested in post-graduate employment. Recruiting for Cincinnati and Hamilton, Ohio.

Compensation: unknown

Requested Documents: Resume, Cover Letter, Transcript, Writing Sample

Participating in: Table Talk

Representative(s): Alpha Taylor
LEGAL AID OF WESTERN OHIO AND ADVOCATES FOR BASIC LEGAL EQUALITY

Contact Info: Jennifer Wedge, Administrative Assistant; jwedge@ablelaw.org
www.lawolaw.org

Opportunity for: 1L, 2L, 3L (summer only)

Position Description:

ABLE and LAWO are affiliated non-profit law firms serving northwest and west central Ohio that offer high-quality legal services in civil matters to low-income individuals and groups in order to achieve self-reliance, equal justice, and economic opportunity. ABLE is an unrestricted legal services firm. ABLE and LAWO represent victims of domestic violence, tenants being evicted, homeowners in foreclosure, individuals seeking public benefits and appropriate healthcare, and students who lack appropriate educational opportunities. ABLE and LAWO attorneys handle individual cases and large-scale litigation in state and federal courts, and work on policy issues.

These positions provide valuable practical experience to students seeking careers in public interest law. In addition to traditional research and writing assignments, each Associate will receive training on major poverty law areas and gain additional knowledge of the practice of law through court observation and meetings with local attorneys and judges. Experienced attorneys will mentor associates on how to excel in a public interest law career.

Requirements: Work full-time (35 hours per week) for a minimum of 10 weeks from May 19, 2020, to July 24, 2020. Attend a program orientation in Toledo on Monday, May 19, 2020. Attend all scheduled meetings and trainings throughout the program.

Compensation: Uncompensated. Applicants are encouraged to seek scholarships or fellowships through their law school, as well as to apply for grants through sources such as the Federal Work-Study Program or Equal Justice Works Summer Corps. Alternatively, applicants may seek credit from their law school externship program. Assistance with parking fees and program-related travel is available.

Requested Documents: Applicants should email a cover letter, resume, and list of three references to: jobs@ablelaw.org, Subject: Summer Associate Program. Applicant materials must demonstrate a passion for public service and a commitment to meeting all program requirements. Cover letter must indicate, in descending order, the top three preferences for geographic placement and practice areas of law. Thoughtful selections are necessary as selected applicants will be placed in one of these chosen areas. Geographic locations (choose 3): Dayton, Defiance, Findlay, Lima, Sandusky, Springfield, and Toledo. Practice Areas of law (choose 3): Health Care & Public Benefits; Housing & Community Economic Development; Independence and Self-Determination for Women and Children in Poverty; Meaningful Access to Education; Access to Justice “Closing the Justice Gap” through legal education & assistance using state of the art technology; and the Medical-Legal Partnership for Children

Participating in: Interviews, Table Talk

Representative(s): Emily Brown
OHIO ACCESS TO JUSTICE FOUNDATION

Contact Info: Camille Gill, Programs and Grants Counsel; c Gill@ohiojusticefoundation.org

Position Description: The Ohio Access to Justice Foundation will be discussing public interest opportunities and their fellowship program.

Participating in: Table Talk

Representative(s): Jack Maib
Ohio Attorney General

Contact Info: Callie Staggers, HR Analyst/Training Specialist; callie.staggers@ohioattorneygeneral.gov
www.ohioattorneygeneral.gov

Opportunity for: 1L, 2L

Position Description: We will mostly be talking about the Fall OCI process where we recruit rising 2Ls for summer law clerk positions (2020) and rising 3L’s for permanent placement (Sept. 2020). Also, recruiting individuals for unpaid externships.

The Ohio Attorney General’s Office has played a vital role in shaping Ohio’s past and present. And the work it does today helps chart the state’s future. The office consists of nearly 30 distinct sections that advocate for consumers and victims of crime, assist the criminal justice community, provide legal counsel for state offices and agencies, and enforce certain state laws. In these and other capacities, staff members interact with tens of thousands of Ohioans each year. We are the chief law enforcement officer for the state of Ohio. Our mission is to protect Ohio families and we do so by supporting the work of local law enforcement agencies, advocating Ohio’s strong open-government laws, and by offering services to protect the most vulnerable citizens among us, including children, the elderly, victims of crime, and much more.

Our Summer Law Clerks:
- assist staff attorneys in conducting legal research on issues from political subdivisions throughout the State of Ohio (e.g., county, township, state, municipal offices, etc.)
- locate and review case and statutory law in regard to inquiries of various state and federal rules, policy procedures, funds and budgets to determine applicability and support for substantive and procedural legal issues for political subdivisions
- provide oral or written report of research and findings
- edits legal documents, reviews court transcripts, reviews notes taken during disciplinary hearings and records observations
- coordinates work with clerical staff to ensure that deadlines are met
- photocopies cases, transcripts, notes and other legal documents

Compensation: Unknown

Requested Documents: Resume, Transcript

Participating in: Table Talk

Representative(s): Callie Staggers, Mike Doersam
**OHIO AUDITOR OF STATE**

**Contact Info:** Vincent Joseph, jvjoseph@ohioauditor.gov  
www.ohioattorneygeneral.gov

**Opportunity for:** 1L, 2L, 3L

**Position Description:**
The Auditor of State has strengthened its intern/externship program in order to promote the agency’s vision and culture, help create an applicant pool for full-time openings, and obtain quality interns/externs to assist with legal research and to review case and statutory law pertinent to state and local government spending. The selected student will be given meaningful tasks such as evaluating Sunshine Law requests and responding to public records requests. Interns/Externs with the Ohio Auditor of State are treated like full-time staff and held to the same expectations and standards.

**Compensation:** Extern or volunteer

**Requested Documents:** Resume, Cover Letter, Transcript

**Participating in:** Table Talk

**Representative(s):** Vincent Joseph & Nadia Wenrick
OHIO BUREAU OF WORKERS’ COMPENSATION

Contact Info: Jatnna Garcia Rosario, Legal Division Administrative Professional; jatnna.g.1@bwc.state.oh.us
www.bwc.ohio.gov

Opportunity for: 1L, 2L, 3L (summer or school year only)

Position Description: Attend injured worker hearings; conduct legal research to provide to attorneys; draft memos and correspondence; analyzes aspects of law such as self-insurance, claims, and bankruptcy; assists with resolutions for cases.

Compensation: $15.80-$17.91 depending on level

Requested Documents: Resume, Transcript

Participating in: Interviews; Table Talk

Representative(s): Ben Crider
OHIO DEPARTMENT OF EDUCATION

Contact Info: Janine Burnside, HCM Senior Analyst; Janine.burnside@education.ohio.gov

www.education.ohio.gov

Opportunity for: 1L, 2L, 3L (summer or school year only)

Position Description: At the Ohio Department of Education, you can play an important role in the lives of Ohio's students every day. The Office of the Chief Legal Counsel is seeking interns to conduct legal research on defined or potential issues in cases impacting Ohio's schools and students.

Major Responsibilities & Duties:
Assists attorneys:
• Conducts legal research
• Prepares written memoranda
• Responds to constituent correspondence
• Assists in preparing and filing administrative rules with Joint Committee on Agency Rule Review, Secretary of State, and Legislative Service Commission
• Assists in preparing documents and exhibits for Chapter 119 administrative hearings
• Assists with preparing documents for meetings of State Board of Education
• Edits legal documents & shepardizes cases to ensure current viability
• Reviews court transcripts & records observations
• Reviews motions, pleadings, correspondence &/or other legal documents to identify issues or recommend changes
• Coordinates work with clerical staff to ensure compliance with court rules for formatting & to ensure deadlines are met
• Photocopies cases, transcripts &/or other legal materials

Preferred Qualifications:
• Strong organizational skills
• Excellent communication and interpersonal skills
• Ability to analyze complex issues
• Demonstrated ability to write clearly, concisely, and persuasively

Additional Information:
• This position is located in Columbus, Ohio and compensation is $17.91 hourly
• The preferred candidate will be available to work approximately 20 hours per week during the school year
• First, second, and third year students may be considered
• The final candidate selected for this position will be required to undergo a criminal background check as well as other investigative reviews. Criminal convictions do not necessarily preclude an applicant from consideration for a position, unless restricted under state or federal law or federal restrictions. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

At the Ohio Department of Education, you can play an important role in the lives of Ohio’s students
every day. The Office of Professional Conduct is seeking interns to assist with investigations of educator misconduct and administrative disciplinary actions.

Major Responsibilities & Duties:

Assists attorneys:
• Conducts legal research on defined or potential issues in cases
• Prepares written memoranda
• Responds to constituent correspondence;
• Assists in preparing documents and exhibits for Chapter 119 administrative hearings
• Edits legal documents
• Reviews hearing transcripts & records observations
• Reviews motions, pleadings, correspondence &/or other legal documents to identify issues or recommend changes
• Assists staff attorneys in identifying witnesses and preparing for and conducting witness interviews
• Assists with preparing legal documents, including consent agreements and notices of opportunity for hearing
• Works with office staff to complete public record requests
• Photocopies cases, transcripts &/or other legal materials

Desired Qualities:
• Proficient in Microsoft Word
• Capable of working independently and in a team setting
• Self-motivated

Additional Information:
• This position is located in Columbus, Ohio and compensation is $17.91 hourly
• First, second, and third year students may be considered
• The final candidate selected for this position will be required to undergo a criminal background check as well as other investigative reviews. Criminal convictions do not necessarily preclude an applicant from consideration for a position, unless restricted under state or federal law or federal restrictions. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

Compensation: $17.91 hourly

Requested Documents: Resume, Cover Letter

Participating in: Table Talk

Representative(s): Janine Burnside, Morgan Webb, Meagan Van Brocklin, Abigail Miller
Ohiodnr.gov

Opportunity for: 1L, 2L, 3L (summer or school year only)

Position Description: The Ohio Department of Natural Resources is tasked with managing and protecting some of our state's most critical resources - forests, rivers, breath-taking natural areas, shorelines and islands, astounding geologic formations, wildlife, oil, gas, minerals, and water resources. ODNR's areas of responsibility represent not only our state's natural heritage but also significant drivers of the economy and key components to quality of life for our residents. Careful conservation, management, and investment in Ohio's natural resources is necessary to preserve and improve these treasures for future generations, and that's what Ohioans have tasked ODNR with doing for 70 years. This involves sustaining the productivity of Ohio's renewable natural resources such as timber and wildlife; promoting wise use of Ohio's non-renewable resources such as oil and gas; and protecting Ohio's threatened and endangered natural resources such as rare plants and animals. ODNR is dedicated to developing and implementing policies that will have far-reaching impact on the environment and our natural resources. ODNR also protects public health and safety by enforcing regulations, providing law enforcement, and responding to and treating hazardous situations or substances.

A department of incredible diversity, ODNR owns and manages more than 800,000 acres of land, including 75 state parks, 21 state forests, 136 state nature preserves and 150 wildlife areas. The department also has jurisdiction over more than 120,000 acres of inland waters; 7,000 miles of streams; 481 miles of Ohio River; and 2.25 million acres of Lake Erie. In addition, ODNR licenses all hunting, fishing and watercraft in the state, and the department is responsible for overseeing and permitting all mineral extraction, monitoring dam safety, managing water resources, mapping the state's major geologic structures and mineral resources and providing multiple outdoor grant programs to local communities.

EXTERN ROLE
Externs will:
Perform legal research and write memoranda;
Advise ODNR staff on regulatory enforcement;
Attend strategic litigation meetings with in-house legal counsel and the Ohio Attorney General's Office;
Attend weekly public records meetings to discuss current requests;
Based on scheduling, potential opportunities to visit DNR sites and programming events.

Compensation: Unknown

Requested Documents: Resume

Participating in: Interviews, Table Talk

Representative(s): Brian Becker
OHIO STATE BAR ASSOCIATION

Contact Info: Hannah Botkin-Doty, Assistant Director of Member Engagement; hbotkindoty@ohiobar.org
www.ohiobar.org

Opportunity for: 1L, 2L, 3L

Position Description: Ohio State Bar Association Rural Practice Clerkship Program

https://www.ohiobar.org/advocacy/access-to-justice/rural-practice-clerkship/

Compensation: $7,650.00

Requested Documents: Resume, Cover Letter (should express interest in rural practice)

Participating in: Table Talk

Representative(s): Hannah Botkin-Doty
OHIO STATE LEGAL SERVICES ASSOCIATION

Contact Info: Kayla Callahan, Staff Attorney; kcallahan@columbuslegalaid.org
www.columbuslegalaid.org
www.seols.org
www.ohiopovertylawcenter.org

Opportunity for: 1L, 2L

Position Description: The Ohio State Legal Services Association (OSLSA)—which includes the Legal Aid Society of Columbus (LASC), Southeastern Ohio Legal Services (SEOLS), and Ohio Poverty Law Center (OPLC)—is looking for dedicated, public-interest minded students to clerk for the 2019 calendar year. Both part-time and full-time positions are available.

OSLSA holds a deep commitment to its mission of pursuing justice and changing the lives of low-income individuals and families. Addressing this challenge requires an approach encompassing both direct representation of indigent individuals in civil legal matters and targeted policy advocacy intended to bring about large-scale change for the poor.

LASC and SEOLS provide direct representation to low-income clients through Central and Southeastern Ohio in certain civil substantive areas, including housing, consumer, public benefits, education, domestic relations, tax, employment, record-sealing, and basic estate planning. OPLC advocates for evidence-based policies that protect and expand the rights of low-income Ohioans. In doing so, OPLC conducts research and engages in legislative and administrative advocacy related to access to healthcare, family stability, and expanding justice and opportunity.

Law clerks will be assigned to either OPLC’s Columbus office, a team at the LASC and SEOLS Columbus office, or to one of the rural offices in Marion, Newark, Chillicothe, New Philadelphia, Steubenville, Athens or Portsmouth. We have a particular need for students willing to work at one of our rural offices.

With some variation depending on team/office placement, Clerks should expect to interview clients, draft documents, conduct legal research, engage in hearing/trial preparation, observe meetings, hearings and other court proceedings, and participate in community education activities.

Compensation: OSLSA often works with third party funding sources, including law school fellowship programs, Equal Justice Works, and externship programs.

Requested Documents: Resume, Cover Letter, Transcript

Participating in: Interviewing, Table Talk

Representative(s): Kayla Callahan, Sierra Cooper, Timothy Johnson
Contact Info: Angela Hawkins, angela.hawkins@puco.ohio.gov
www.puco.ohio.gov/puco

Opportunity for: 1L, 2L

Position Description:
The Public Utilities Commission of Ohio (PUCO) is a regulatory body, whose mission is to assure all residential and business consumers access to adequate, safe and reliable utility services at fair prices, while facilitating an environment that provides competitive choices. Legal interns will have an opportunity to work on a variety of legal issues, including legal research on ethics, public records, procedural matters, evidence law, and substantive utilities law research. In addition, interns will have the opportunity to work with and assist attorney examiners who preside as administrative law judges on a diverse number of issues, including complaint cases against utilities, rule makings, and transportation and railroad cases, as well as electric, water, telephone, and gas regulatory matters. Legal interns will have the opportunity to draft protective orders, summarize cases, draft findings and orders, and assist in other legal research matters that arise during a case before the PUCO.

Compensation: Unknown

Requested Documents: Resume, Cover Letter, Writing Sample

Participating in: Table Talk

Representative(s): Nick Walstra, Lauren Augustini, Gary Allen, Danielle Dillard
STUDENT LEGAL SERVICES, OHIO STATE UNIVERSITY

Contact Info: Molly Hegarty, Managing Director; hegarty.14@osu.edu
studentlegal.osu.edu

Opportunity for: 1Ls, 2Ls

Position Description: Student Legal Services (SLS) provides legal advice and representation to eligible Ohio State students regarding the issues they typically face, including landlord-tenant, consumer, credit/debt, contracts, estate planning, victims assistance, insurance and much more. SLS law clerks gain valuable practical legal experience working in a high-volume law office covering many legal matters. Law clerks directly assist SLS’s civil attorneys and paralegals with legal research’ drafting memoranda. Correspondence, pleadings and settlement documents’ client communications; and preparing for court events. Clerks are paid $14.00 per hour. SLS prefers to hire clerks who intend to work both Summer 2019 and Academic Year 2019-2020. During the summer, clerks are offered a maximum of 25 hours per week. During the academic year, clerks are required to work a minimum of 12 hours per week.

Compensation: $15/hour

Requested Documents: Resume, Cover Letter, Writing Sample (short), Transcript

Participating in: Interviews, Table Talk

Representative(s): Molly Hegarty
UNITED STATES ATTORNEY, SOUTHERN DISTRICT OF OHIO

Contact Info: Christopher R. Yates, Assistant United States Attorney; christopher.yates@usdoj.gov
www.justice.gov/usao/ohs

Opportunity for: 1L, 2L

Position Description:
The United States Attorney’s Office for the Southern District of Ohio is one of 94 U.S. Attorney Offices and represents the United States in a 30 County area within southern Ohio. There are branch offices in Dayton and Cincinnati representing the United States in the remaining 18 counties in southern Ohio. All three offices have a permanent staff of approximately 100 employees. The office represents the United States as a party in most cases and controversies before the United States District Court for the Southern District of Ohio and in subsequent appeals to the United States Court of Appeals for the Sixth Circuit. It enforces federal criminal laws and represents all branches of the government in civil litigation, including employment discrimination, tort, immigration, and bankruptcy proceedings.

Our mission is to ensure that we exhaust every effort to provide the United States of America with the highest quality legal representation, while maintaining the highest ethical standards in order to ensure that the ends of justice are met. As members of the legal community and the community at large, we are committed to the promotion of the good and the safety of the public.

Legal interns in the United States Attorney’s Office perform legal research, write legal memoranda and pleadings, help attorneys prepare for trial and attend pre-trial and trial proceedings. The legal intern can choose to work primarily in either the civil or criminal divisions of the office. There are also specialized units prosecuting drug crimes, health care fraud, and child exploitation. The legal interns are covered by federal worker’s compensation, but there are no other benefits. Legal interns must be enrolled at an accredited, United States law school and be United States citizens.

In the summer, the legal interns work full-time, 40 hours per week. While the intern can choose to work in the civil or criminal divisions or to work for both, the intern will be assigned a mentor to monitor work load and advise the legal intern. There is a coordinator (an Assistant United States Attorney) for the interns as well as administrative personnel who monitor security clearances and computer training. There is a 6 to 8 week lead time to obtain security clearances. These clearances cost the office several thousand dollars for each legal intern. Accordingly, we ask that the student be interviewed by our office, agree to work without pay, be offered a position and accept the position before the clearance process is initiated.

Compensation: Unpaid or for school credit

Requested Documents: Resume, Transcript, Writing Sample (2Ls only), List of 2-3 job or academic references, List of current (spring semester) courses. 1Ls do not need to submit a writing sample.

Participating in: Table Talk

Representative(s): Christopher R. Yates, Assistant United States Attorney
UNITED STATES MARINE CORPS

Contact Info: Captain Christine Guerrero,
Christine.guerrero@marines.usmc.mil


Opportunity for: 1L, 2L, 3L

Position Description: see website

Compensation: unknown

Requested Documents: Resume

Participating in: Interviews, Table Talk

Representative(s): Capt Christine Guerrero, MSgt Freddie Jones