

Statement of Work

Legal Intern, Office of the General Counsel

This position is located in the Office of the General Counsel (OGC) of the United States Peace Corps. The Peace Corps Act states: *The Congress of the United States declares that it is the policy of the United States and the purpose of this Act to promote world peace and friendship through a Peace Corps, which shall make available to interested countries and areas men and women of the United States qualified for service abroad and willing to serve, under conditions of hardship if necessary, to help the peoples of such countries and areas in meeting their needs for trained manpower, particularly in meeting the basic needs of those living in the poorest areas of such countries, and to help promote a better understanding of the American people on the part of the peoples served and a better understanding of other peoples on the part of the American people.*

The incumbent works under the guidance of OGC's Associate General Counsels and Experts.

OGC provides legal advice, counsel, and services with respect to the full gamut of issues that arise in connection with the programs, activities, and operations of the Peace Corps, including:

1. Providing written and verbal opinions;
2. Consulting and negotiating with persons inside and outside the federal government;
3. Drafting and reviewing legislation, regulations, international agreements, and other legal documents and policy statements;
4. Representing the Peace Corps in litigation and administrative proceedings;
5. Maintaining liaison with other federal agencies on legal matters; and
6. Managing the agency's Peace Corps Manual revision process and public rule making.

The legal intern provides support to the legal staff with respect to each of the functions listed above. Such support may include legal research, drafting legal memoranda and correspondence, researching legislative history, assisting in discovery and trial preparation, coordinating responses to requests for information under the Freedom of Information Act and the Privacy Act, helping to coordinate a variety of OGC program activities and performing assigned administrative functions for the OGC.

The legal intern attends meetings as necessary and prepares notes or reports for distribution. The intern also assembles and summarizes information from files and documents in the office or other available sources for use by staff.

The legal intern works in conjunction with OGC's Administrative Assistant, Policy and Program Analyst, and Associate General Counsels and Experts to optimize the successful operation of a self-managing legal office.

The legal intern assists in maintaining and updating general office files and provides other assistance as needed.

The legal intern assists with preparing documents for signature, obtains signatures needed for proper submission of forms and reports, helps with the review and analysis of legal documents, coordinates incoming data from a variety of sources, and attends legal proceedings as necessary.