

# **Temporary Law Clerk Opportunity at U.S. Environmental Protection Agency's Mid-Atlantic Regional Office in Philadelphia**

## **Applicant Qualifications**

Several full and part time positions are open to U.S. citizens with good academic credentials who are graduates from an accredited law school, but who are not yet admitted to the bar.

Part time positions generally require a commitment of at least 16 hours per week.

## **Position Description**

The law clerk will work in the Office of Regional Counsel primarily on matters arising under the Freedom of Information Act (FOIA). The work will entail review and redaction of documents using commercially available software. Law Clerks may also have the opportunity to work on other matters, including matters that arise under other federal statutes relevant to EPA Region 3 operations, such as:

- the Clean Water Act,
- the Clean Air Act,
- Superfund,
- the Resource Conservation and Recovery Act
- the Ethics in Government Act,
- the Civil Rights Act

The position may begin as early as April for current law school graduates, or after graduation for current students who will graduate this spring. The salary will be at the GS-11 level. [Find out more about federal government general schedule \(GS\) pay scales.](#) EPA anticipates that these temporary positions will terminate no later than September 30, 2016.

## **The Office of Regional Counsel (ORC)**

ORC is responsible for preparing administrative and judicial, civil and criminal cases against suspected violators of environmental laws. These cases involve developing and using technical and legal strategies for negotiation and litigation purposes.

## **Application Process**

Interested applicants should submit the following:

- A resume listing day and evening telephone numbers;
- An unofficial transcript of law school grades. (An official transcript will be requested at a later date);
- A letter explaining the applicant's interest in the position, including any experience with commercial document review software and the type of software, and any course work or experience with civil discovery, document review, or FOIA;
- The name, address, and telephone number of three references. Include a current or former employer and a law school professor or advisor.

Questions regarding the position should be directed to Tanya Williams via telephone only at (215) 814-2146.

**EMAIL TO:**

[R3\\_orclawclerkships@epa.gov](mailto:R3_orclawclerkships@epa.gov)

Application packages should be submitted in **PDF format and to this email address only**. Include "Law Clerk Application" in the subject line.

Applications will be accepted from now until April 30, 2016, unless the positions are filled before then. **Reminder: these positions are limited to U.S. citizens.**

Selected applicants will be invited for interviews either by phone or in Philadelphia (at the candidate's expense). Interviews will be scheduled on a rolling basis until the positions are filled.

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