

Law Student Opportunities

Civil Law Division

Employment, Regulation and Administration Section - Los Angeles



The Employment, Regulation and Administration Section (ERA) of the California Department of Justice, Office of the Attorney General, has volunteer Externship opportunities available throughout the year. We are currently recruiting qualified and enthusiastic students. Students who have an interest in public administration, law enforcement, and administrative and civil litigation will be attracted by the dynamic and exciting environment of the section. Students from Columbia University, Hastings College of the Law, Loyola Law School, Pepperdine University, Southwestern University, UCLA, University of Iowa, University of San Diego, USC, Washington University, Western State University, and Whittier Law School have participated in ERA's Externship program.

ERA handles administrative and civil litigation in both state and federal tribunals. A large portion of ERA's work involves employment litigation under State and Federal laws, including Title VII and the Fair Employment and Housing Act. ERA also handles disciplinary hearings concerning civil service employees before administrative law judges. In addition, ERA is responsible for regulatory and administrative matters including representing the Department of Motor Vehicles in writ proceedings regarding California's Administrative Per Se drunk driving laws, the State Board of Control in matters concerning the Victims of Crime Program and the California State Lottery in all types of matters.

Computer skills are necessary, including Westlaw or Lexis skills. Excellent verbal and written communication abilities are required. Students will work under time constraints, need to abide by professional standards, and will be trusted with sensitive and confidential materials.

The Externship program requires approximately 15-20 hours per week. Hours are flexible and can be adjusted as appropriate. A security clearance will be required prior to acceptance of any candidate.

Students will be trained to analyze, research and provide oral and written responses to inquiries on a broad range of legal issues. The duties that may be assigned to the students consist of research, preparation of pleadings and motions, and other special projects. Students should explore the possibility of earning academic credit for an Externship with their school, or becoming a Certified Law Student through the California State Bar (certification is not available for first year law students) which will allow for representation of ERA's client agencies in State courts.



How to Apply:

For consideration, please send a resume with a cover letter and a writing sample to:

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