

Law Student Opportunities

Civil Law Division

Employment & Administrative Mandate Section - Los Angeles



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

EAM handles administrative and civil litigation in both state and federal tribunals. A large portion of EAM's work involves employment litigation under State and Federal laws, including Title VII and the Fair Employment and Housing Act. EMA also handles disciplinary hearings concerning civil service employees before administrative law judges. In addition, EMA 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 Victims Compensation and Government Claims Board in matters concerning the Victims of Crime Program and the California Highway Patrol and California Department of Corrections and Rehabilitation in third-party discovery 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 EAM'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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