

State of California ~ Department of Justice  
OFFICE of the ATTORNEY GENERAL  
KAMALA D. HARRIS



## Position Announcement

# *Gzgewkxg'Office Internship*

### About the Organization

California Attorney General Kamala D. Harris is the State's top law officer and heads the Department of Justice which includes over 5,000 employees. The Attorney General represents the people of California in civil and criminal matters before trial courts, appellate courts and the supreme courts of California and the United States. More information at [www.oag.ca.gov](http://www.oag.ca.gov).

### About the Position

Executive Office interns are required to work with senior members of the Attorney General's staff in order to complete a variety of tasks that include research and writing projects requiring discretion and confidentiality. Executive interns may also work with members of the Attorney General's press team. Additionally, interns are required to take accurate telephone messages and provide a variety of administrative support services.

### Desirable Qualifications

An intern will have strong written and verbal communication skills, excellent organizational skills, and prior experience, or a strong interest, in politics and/or policy. It is essential that an intern work well in a fast-paced, high pressure work environment and be able to work independently or in a team alongside department staff and management. Interns should have excellent computer skills, be responsible, reliable and extremely attentive to detail. English, Journalism, Public Policy or Political Science majors are preferred. Bilingual candidates are highly preferred.

### Apply now

To apply, please submit cover letter and resume to Daniel Osborn at [daniel.osborn@doj.ca.gov](mailto:daniel.osborn@doj.ca.gov). Please include preferred start date, work schedule, and start/end dates. Interns are accepted on a rolling basis. Please note that this position is located in our San Francisco Civic Center Office.