



Position Announcement

Executive Office Internship

About the organization

Attorney General Kamala Harris is the state's chief law enforcement officer and is responsible for ensuring that state laws are uniformly and adequately enforced. The department includes over 4,000 employees who provide legal services to the state, exchange criminal intelligence using state-of-the-art technology, and engage in law enforcement activities, such as conducting criminal investigations, apprehending criminals, and protecting our citizens and the natural environment. For more information go to www.ag.ca.gov.

About the position

The intern provides general administrative support to senior-level executive staff in the executive suite of the San Francisco Attorney General's Office. The duties will include taking accurate telephone messages for the Attorney General and scheduling follow-up calls; assisting in the preparation of correspondence requested by Executive staff and the Attorney General; assisting with special projects and conducting research related to scheduling and/or meeting briefings. The intern will routinely interact with high-level senior staff and the Attorney General, so discretion and confidentiality are of the utmost importance.

Desirable qualifications

The intern must have strong written and verbal communication skills, excellent organizational skills, as well as excellent customer service skills; work well in a fast-paced, high-pressure work environment; be self-directed in a team environment and work cooperatively with staff and management. The candidate should possess excellent computer skills, be responsible, dependable, reliable and attentive to detail. A major in English, Communications, Government, or Political Science is preferred. Law students may also find this internship particularly appealing. A valid driver's license is also required for some travel.

Apply now

To apply, please submit cover letter and resume to Karen.Lay@doj.ca.gov, or Office of the Attorney General, 455 Golden Gate Ave., Suite 11000, San Francisco, CA 94102. Multiple positions may be available.

