

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

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## Position Announcement

# *Executive Office Internship*

### About the Office

California Attorney General Kamala D. Harris is California's top law enforcement officer and heads the California Department of Justice, which employs over 5,000 people. 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.

### About the Position

Executive Office interns will work in a variety of supportive roles for members of the Attorney General's senior staff on a wide array of projects. Tasks will include administrative support, writing/research assignments, and constituency communication.

The position will be based out of the Attorney General's San Francisco office, located at 455 Golden Gate Ave, San Francisco 94102. Legal externs will be responsible for transportation and will need to dedicate at 20 minimum hours during the summer.

### 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.

This administrative internship in a state executive office would be ideal for an undergraduate student planning to undertake graduate studies in law or public policy.

### Apply Now

To apply, please submit a cover letter, resume, and a legal writing sample of no more than 15 pages to Robert Sumner at [Robert.Sumner@doj.ca.gov](mailto:Robert.Sumner@doj.ca.gov). Please include preferred start date, work schedule, and preferred end date.