



**U.S. Election Assistance Commission**  
**633 3rd St. NW, Suite 200**  
**Washington, DC 20001**

### **Position Description**

The U.S. Election Assistance Commission is an independent Commission established by the Help America Vote Act (HAVA) of 2002. The Office of the General Counsel (OGC) seeks a legal intern to support the OGC in its duties and functions during the summer of 2024. The EAC is charged with developing guidance to meet HAVA requirements, adopting voluntary voting system guidelines, accrediting testing laboratories, certifying voting systems, maintaining the national mail voter registration form, auditing the use of HAVA funds, and serving as a national clearinghouse of information about election administration. Four commissioners, appointed by the President and confirmed by the U.S. Senate, carry out the mission of the EAC as provided by HAVA and set policy for the Commission.

This legal internship is a paid position, and incumbents will report to the General Counsel. Duties of the legal internship include conducting ad hoc legal research on matters pertaining to but not limited to grants administration, ongoing litigation, the Administrative Procedure Act, the Privacy Act, the Federal Advisory Committee Act, and the Paperwork Reduction Act. Additional responsibilities include drafting legal memorandums and briefs as requested, assisting with Freedom of Information Act (FOIA) requests, and supporting the General Counsel and EAC staff in FACA board activities and corresponding meeting requirements. The legal intern will also perform other duties as assigned by the Office of General Counsel.

### **Qualifications**

**Education:** Candidates must have successfully completed at least one year of law school by May 31, 2024. Applicants with a record of excellence in academic achievement, superior legal research and writing skills, strong analytical skills, and exceptional communication abilities are encouraged to apply.

**Technical Qualifications:** Candidates should have strong communication and organizational skills and be able to perform requested legal and factual research using Westlaw and other sources as applicable. The ability to handle multiple tasks simultaneously and complete projects under tight deadlines is required. Candidates should also exhibit notable academic credentials, good interpersonal skills, excellent research and writing abilities, and an interest in public service and administrative law.

**Candidate Evaluation:** Candidates will be evaluated for the legal intern position based on how well the applicant meets the qualifications listed above. Additionally, the EAC will assess qualified applicants by comparing each candidate's qualifications to those pertinent to the position. The EAC will consider relevant skills and experience, as well as applicable education and training. The EAC strongly recommends that candidates describe concisely in their application materials detailed information to support their qualifications for the position.

**Required Documents:** The following documents are required and must be received by the closing date of this announcement:

1. A complete Resume.
2. An SF-50, if currently or previously a federal employee.
3. A legal writing sample not to exceed 10 pages.



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4. Unofficial transcript demonstrating completion of at least one year of law school at an accredited institution recognized by the U.S. Department of Education.
5. Contact information for two references.

#### **How to Apply**

Please submit a resume, unofficial transcripts with current coursework, and other materials as required to [resumes@eac.gov](mailto:resumes@eac.gov) by no later than May 1, 2024, to ensure consideration. Only complete applications will be considered, and early applications are encouraged.