

# Undergraduate Internship Opportunities

## Criminal Division (CRM)

### Office of Policy and Legislation

#### Data Analyst Volunteer

Washington, DC 20005

United States

#### **About the Office:**

The Office of Policy and Legislation (OPL) is a small team of attorneys, policy analysts, data scientists, and professional staff that works with all the sections and offices of the Criminal Division, and components around the Department, to develop, review, and evaluate national crime, sentencing, and corrections policy and legislation, and use data analytics to improve enforcement programs. The office's Legal Team develops legislative, sentencing guideline amendment, and procedural rules proposals, summaries and talking points on the proposals, related legal memoranda and congressional and other testimony. The office's Analytics Team analyzes datasets and policy and management issues related to the incidence of various types of crime, criminal law enforcement, and the criminal justice system more broadly.

As the federal agency whose mission is to ensure the fair and impartial administration of justice for all Americans, the Department of Justice is committed to fostering a diverse and inclusive work environment. To build and retain a workforce that reflects the diverse experiences and perspectives of the American people, we welcome applicants from the many communities, identities, races, ethnicities, backgrounds, abilities, religions, and cultures of the United States who share our commitment to public service.

#### **Job Description:**

The OPL Analytics Team analyzes datasets and policy and management issues related to the incidence of various types of crime, criminal law enforcement, and the criminal justice system more broadly. In many ways, OPL operates like an internal consulting group, available to take on projects at the request of clients and develops products

ranging from tabulations of data to bound monographs. OPL works closely with various statistical, research, and policy offices across the Department and the criminal justice community, and its products are provided to Criminal Division sections, the Assistant Attorney General for the Criminal Division, the Deputy Attorney General, and the Attorney General. On several occasions, the Analytics Team has been called upon to provide staff to serve on and manage special projects for managers in the Criminal Division and Department.

**Qualifications:**

Students with data analyst capabilities, social science statisticians and data scientists will help collect, process, analyze, edit, and present data on national crime and victimization patterns, national criminal justice, sentencing, law enforcement strategies, and prosecution policies, to help the Criminal Division understand its implications and to provide guidance as to prosecution and sentencing policies, resource allocation, and targeting.

**Salary:**

This is a student volunteer (uncompensated) position.

**Travel:**

No travel anticipated.

**Application Process:**

Candidates should submit a cover letter, resume, and transcript to Intern Coordinator Victoria Motorina ([Victoria.Motorina@usdoj.gov](mailto:Victoria.Motorina@usdoj.gov)). Candidates should indicate their dates of availability and the semester for which the internship is sought. This position will also be hybrid (minimum two days in office) and other days flexible.

For more information on the Office of Policy and Legislation, please visit us at: <http://www.justice.gov/criminal/about/opl.html>

**Application Deadlines:**

- Applications for **Summer** internships must be submitted by **January 15**.
- Applications for **Fall** internships must be submitted **by May 15**.
- Applications for **Spring** internships must be submitted **by September 15**.

**Department Policies:**

Equal Employment Opportunity: The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination because of race, color, religion, national origin, sex - including gender identity, sexual orientation, or pregnancy status - or because of age (over 40), physical or mental disability, protected genetic information, parental status, marital status, political affiliation, or any other non-merit based factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. For more information, please review our full [EEO Statement](#).

Reasonable Accommodations: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Outreach and Recruitment for Qualified Applicants with Disabilities: The Department encourages qualified applicants with disabilities, including individuals with targeted/severe disabilities to apply in response to posted vacancy announcements. Qualified applicants with targeted/severe disabilities may be eligible for direct hire, non-competitive appointment under Schedule A (5 C.F.R. § 213.3102(u)) hiring authority. Individuals with disabilities are encouraged to contact one of the Department's Disability Points of Contact (DPOC) to express an interest in being considered for a position. See list of [DPOCs](#).

Suitability and Citizenship: It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation. Congress generally prohibits agencies from employing non-citizens within the United States, except for a few narrow exceptions as set forth in the annual Appropriations Act (see, <https://www.usajobs.gov/Help/working-in-government/non-citizens/>). Pursuant to DOJ component policies, only U.S. citizens are eligible for employment with the Executive Office for Immigration Review, U.S. Trustee's Offices, and the Federal Bureau of Investigation. Unless otherwise indicated in a particular job advertisement, qualifying non-U.S. citizens meeting immigration and appropriations law criteria may apply for employment with other DOJ organizations. However, please be advised that the appointment of non-U.S. citizens is extremely rare; such appointments

would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Applicants who hold dual citizenship in the U.S. and another country will be considered on a case-by-case basis. All DOJ employees are subject to a residency requirement. Candidates must have lived in the United States for at least three of the past five years.

The three-year period is cumulative, not necessarily consecutive. Federal or military employees, or dependents of federal or military employees serving overseas, are excepted from this requirement. This is a Department security requirement which is waived only for extreme circumstances and handled on a case-by-case basis.

Veterans: There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference must include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214, Certificate of Release or Discharge from Active Duty and other supporting documentation) to their submissions. Although the "point" system is not used, per se, applicants eligible to claim 10-point preference must submit Standard Form (SF) 15, Application for 10-Point Veteran Preference, and submit the supporting documentation required for the specific type of preference claimed (visit the OPM website, [www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf) for a copy of SF 15, which lists the types of 10-point preferences and the required supporting document(s).) Applicants should note that SF 15 requires supporting documentation associated with service-connected disabilities or receipt of nonservice-connected disability pensions to be dated 1991 or later except in the case of service members submitting official statements or retirement orders from a branch of the Armed Forces showing that their retirement was due to a permanent service-connected disability or that they were transferred to the permanent disability retired list (the statement or retirement orders must indicate that the disability is 10% or more).

USAO Residency Requirement: Assistant United States Attorneys must reside in the district to which appointed or within 25 miles thereof. See 28 U.S.C. 545 for district specific information.

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