



# Occupational Safety & Health Review Commission

**OSHRC-2017-02**

**Job Title:** Law Student Clerk Internship (Volunteer)

**Agency:** Occupational Safety and Health Review Commission

**SALARY RANGE:** \$0.00 to \$0.00 / Without Compensation

**OPEN PERIOD:** Friday, March 3, 2017 to  
Friday, April 21, 2017

**SERIES & GRADE:** GS-0999-00

**POSITION INFORMATION:** Part Time – Internship – up to 20 hours  
each week from August 28, 2017  
through December 15, 2017

**DUTY LOCATIONS:** 1 vacancy in the following location:  
US Custom House, 721 19<sup>th</sup>  
Street, Suite 407, Denver, CO  
80201

**WHO MAY APPLY:** United States Citizens

## **JOB SUMMARY:**

### **U.S. Occupational Safety and Health Review Commission**

The Occupational Safety and Health Review Commission (Review Commission) is an independent, adjudicatory agency created by the Occupational Safety and Health Act of 1970 (OSHA). Its sole statutory mandate is to serve as an administrative court providing just and expeditious resolution of disputes involving the Department of Labor's Occupational Safety and Health Administration (OSHA), employers charged with violations of Federal safety and

health standards, and employees and/or their representatives. The Review Commission was created by Congress as an agency completely independent of the Department of Labor to ensure that OSHA's enforcement actions are carried out in accordance with the law and that all parties are treated consistent with due process should a dispute arise.

## **KEY REQUIREMENTS**

- U. S. Citizenship is required.
- Volunteer student position. Work Schedule is Part-Time (up to 20 hours weekly from, August 28, 2017 through December 15, 2017).
- Relocation expenses will not be paid.
- Current enrollment in the 2017 Fall Semester as a law degree seeking student in an ABA accredited program.
- Enrolled at least half-time and in good academic standing.

## **DUTIES:**

This Law Student Internship position is located in the Office of the Chief Administrative Law Judge – Denver Regional Office.

Duties and responsibilities include but are not limited to:

- Assisting the Administrative Law Judges with drafting and preparing legal documents such as orders, memoranda, decisions, affidavits, declarations, court exhibits and related materials; conducting legal research of topics at issue; reviewing legal draft orders and decisions; and reviewing case files in advance of trials.
- The intern may also attend hearings to observe the process (this is optional as travel may be involved and the intern would be required to pay all travel related expenses on his/her own).

## **QUALIFICATIONS REQUIRED:**

1. U.S. Citizen.
2. At least 18 years of age.
3. Currently enrolled as a law degree seeking student in the 2017 summer semester, taking at least a half-time academic course load in an ABA accredited law degree program.
4. In good academic standing (at least 2.50 Grade Point Average on 4 point scale or in the top one-half of law school class). Must be a second or third year law student as of the Fall Semester, 2017.

## **CONDITIONS OF EMPLOYMENT:**

- This is an unpaid volunteer internship program.
- Service is not creditable for leave or any other employee benefits.
- Student volunteer service is service performed under 5 U.S.C. § 3111, with the permission of the institution at which the student is enrolled, as part of an agency program for providing educational experience for the student.
- If selected for this position, the selectee is required to obtain and provide written approval from the institution.

## **HOW YOU WILL BE EVALUATED:**

You will be evaluated based on your qualifications for this position as evidenced by the education, experience or training you report relative to this position. Applications that submit the required documents and are deemed qualified will be referred to the selecting official for consideration.

## **BENEFITS:**

This is an unpaid internship program and service is NOT creditable for leave or any other employee benefits. However, transportation subsidy benefits **will** be given to interns relying on public transportation to commute to/from work.

## OTHER INFORMATION:

Males born after 12-31-1959 must be registered or exempt from [www.sss.gov](http://www.sss.gov).

**All qualification requirements must be met by the closing date of this announcement.**

## HOW TO APPLY:

You may send your application by mail, deliver it by hand, or e-mail it to [oshrcvacancy@oshrc.gov](mailto:oshrcvacancy@oshrc.gov). Because transmission quality varies, we **do not** accept applications sent by facsimile (Fax).

Mail to: Linda Beard, Human Resources Specialist  
U. S. Occupational Safety and Health Review Commission  
1120 20th Street, NW, 9<sup>th</sup> Floor  
Washington, D.C. 20036-3457  
Telephone Number: (202) 606-5393

A complete Application Package must be received by 11:59 PM, Eastern Time, on the closing date of Friday, April 21, 2017.

## REQUIRED DOCUMENTS:

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

1. Your Résumé
2. College transcripts from colleges or universities attended, including city and state, and majors. Proof of current law school enrollment/transcript(s) is required.

**AGENCY CONTACT INFO:**

*Linda M. Beard*

*Phone: (202)606-5393*

*Email: [oshrcvacancy@oshrc.gov](mailto:oshrcvacancy@oshrc.gov)*

*Agency Information:*

*Occupational Safety and Health Review Commission*

*1120 20th Street, NW*

*Washington, D.C. 20036*

**WHAT TO EXPECT NEXT:**

Once the resume and supporting documentation is received you will receive an acknowledgement email that your submission was successful. If your name is referred to the hiring official, you may be contacted directly by that office for a possible interview. You will receive notice via email or mail when this process is completed (generally two weeks).

**Reasonable Accommodation:**

Reasonable Accommodation: The Review Commission provides reasonable accommodation to applicants with disabilities when appropriate. If you need a reasonable accommodation for any part of the application and/or hiring process, please contact the Office of the Executive Director at (202) 606-5100.

Determinations on requests for reasonable accommodation will be made on a case- by-case basis.

**Equal Employment Opportunity:**

The Review Commission is an Equal Opportunity Employer. Applications will be considered without discrimination for any non-merit reason such as: race, color, religion, sex, national origin, age, sexual orientation, disability, and in retaliation for prior involvement in Equal Employment Opportunity protected activity.