

DEPARTMENT OF THE TREASURY
UNITED STATES MINT
WASHINGTON, DC 20220

Statement of Work Legal
Extern
Student Volunteer Service

I. INTRODUCTION:

The purpose of this position is to provide the Chief Counsel, Deputy Chief Counsel, and Attorney Advisors in the Office of Chief Counsel with research support of a general and legal nature and substantive legal assistance. It is anticipated that the legal extern will assist the staff attorneys in a variety of legal matters affecting the United States Mint, matters involving administrative law, bankruptcy, ethics, equal employment opportunity, Freedom of Information Act, government contracts, intellectual property, labor relations, litigation, and Privacy Act.

II. DUTIES AND RESPONSIBILITIES:

A. General Research: The legal extern will conduct independent research on issues of general interest or policy matters via the Internet, Lexis-Nexis, Westlaw, ISYS (internal document retrieval system), subject files, chronological files, legal opinions, and case files, that may have a bearing on such matters.

B. Legal Research: The legal extern will perform basic legal research via the Internet (EEOC, OPM, GAO, NARA, THOMAS), Lexis-Nexis, and Westlaw and using available library resources. Legal research may include the cite checking of court cases, statutes, regulations, and legislative history referenced in legal memoranda and opinions.

C. Legal Assistance: The legal extern will draft letters, legal memoranda, and opinions; search for and review responsive documents; and respond to requests pursuant to the Freedom of Information Act, Privacy Act, and discovery. The legal extern will communicate daily with attorneys for the purposes of clarifying and reporting on pending assignments.

III. DUTY LOCATION AND HOURS

The legal extern will work in the Washington, DC (Headquarters) of the United States Mint located at 801 9^P Street, NW, Washington, DC 20220. The legal extern must commit to working a minimum of 20 hours per week in the summer, and a minimum of 15 hours per week in the fall, winter or spring. The number of hours will also depend upon the academic institution's requirements for externship credit.

IV. SUPERVISION AND GUIDANCE RECEIVED:

The legal extern works under the general supervision of an attorney-advisor. Assignments will be coordinated by the supervising attorney-advisor. Assignments may be provided orally or in writing, generally with broad instructions as to the manner in which an assignment is to be performed. The legal extern is responsible for ensuring accuracy of his or her research data. Work is reviewed regularly to ensure conformance with the externship requirements.

V. CONFIDENTIALITY

The legal extern shall maintain all information obtained pursuant to his or her student volunteer service in a confidential manner, subject to existing restrictions prohibiting the disclosure of sensitive Government information under the Freedom of Information Act, Privacy Act, administrative and judicial protective orders, and all other pertinent civil and criminal laws prohibiting the disclosure of information.