

Dear professors, placement officials, and students,

I am writing to inform you of a great opportunity for a 1<sup>st</sup> or 2<sup>nd</sup> year (or early 3<sup>rd</sup> year) law student seeking real-world legal experience that can enhance a resume and even lead to a fulltime career in the Federal Government.

My name is Rich Delmar and I am the Counsel to the Inspector General at the U.S. Department of the Treasury. In the next month, I will hire a student to work as a paid Legal Assistant at our office near the White House in the American Bar Association Building.

The position involves

- Conducting legal research on criminal, administrative, procurement, and employment law, and advising our auditors, investigators, and program managers;
- Analyzing Treasury publications from a legal perspective;
- Preparing responses to Freedom of Information Act and Privacy Act requests; and
- Handling occasional copying and other clerical/litigation support tasks.

This part-time job pays well, \$18.04 to \$23.45/hour, and the schedule is flexible to fit in with class schedules.

I encourage interested students to call me directly with any questions about the job on (202) 927-3973.

It is easy to apply. Students just send a resume and writing sample to [delmarr@oig.treas.gov](mailto:delmarr@oig.treas.gov) before the cutoff, November 21, 2007\*.

Thank you for your help.

Rich Delmar

\* Veterans claiming preference need to scan and attach to their resume and writing sample for 5-points – a copy of a DD 214 or other documentation showing dates of service and type of discharge (i.e., Honorable, etc.); and for 10-points – an application for 10-Point Veteran Preference, Standard Form 15, and the required documentation listed on the back of the form ( [http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf)).

