



Animal Protection Litigation Law Clerk

Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Internship Location	2100 L Street NW, Washington, DC 20037
Position Grade	4 ; background check includes Criminal Background, Motor Vehicle Record, Social Security Address Report, National Sex Offender Registry and Confirmation of Highest Level of Education
Focus of the Internship	To provide a superior educational experience for 2L and 3L law students in the field of Animal Law.
Learning Opportunities	<ul style="list-style-type: none"> • Gain valuable exposure to a wide variety of animal protection cases in state and federal courts throughout the country • Have the opportunity to use skills to address real-world issues and cases including actions to protect whales, dolphins, and other marine mammals; to conserve manatees, wolves, and other endangered and threatened species; to defend bears, migratory birds, and other animals subject to sport hunting; and to improve the treatment of factory farmed animals, performing animals, and animals used in research • Opportunity to work with and assist some of the nation's leading animal and environmental protection lawyers as they prosecute these actions, and find new and creative ways to ensure that all animals receive the legal protections they deserve • Delve heavily into legal research and writing • Strengthen effective communication, critical thinking and networking skills • Practice organizational and time management skills such as how to prioritize assignments and multi-task • Learn about the Farm Animal Protection Litigation's and The HSUS' major positions, campaigns, programs, and missions
Orientation/Training	Law clerks will have an orientation upon arrival, receive an intern handbook covering HSUS policies, materials regarding Animal Protection Litigation-specific practices, and initial/on-going on-the-job and professional development training.
Intern Responsibilities	<ul style="list-style-type: none"> • Work closely with the attorneys in the Animal Protection Litigation Section • Be integrally involved in the process of researching, preparing, and prosecuting animal protection lawsuits in state and federal court • Provide research and drafting support for one of our five core litigation groups: Farm Animals, Companion Animals and Animal Cruelty, Wildlife, International and Legislation • Complete and submit Volunteer Lobbying Reporting form as requested by supervisor
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 1; the work occurs in an office setting • Mental difficulty is level 4; requires researching and synthesizing information, strong communication skills, proficiency in written and research skills, and the ability to read and understand academic material

	<ul style="list-style-type: none"> Emotional difficulty is level 3; intern may be involved in researching issues that are emotionally distressing, such as animal cruelty
Expected Environmental Conditions	Interns will report to HSUS' Washington, DC office on L Street, a pet-friendly office environment. If walking to and from the metro to the office, walking shoes are necessary, as sidewalk may be uneven. Appropriate dress for all weather conditions.
Qualifications/Requirements for Intern Applicants	<ul style="list-style-type: none"> Experience in Administrative Law, Environmental Law, Criminal Law and/or Animal Law is preferred Must have a strong interest in animal protection issues, litigation, and legal research Superior written and oral communication skills, as well as exceptional research and critical thinking skills Attention to detail and a commitment to accuracy Ability to take initiative and manage multiple projects and priorities while demonstrating a strong work ethic is essential Demonstrate flexibility and an eagerness to learn and take initiative on a variety of projects Ability to manage multiple projects and priorities Familiarity with online legal research tools Proficiency in Microsoft Office suite (Outlook, Word, and Excel), strong familiarity with the internet and online research tools Ability to use discretion, keeping in mind the confidential nature of some aspects of the work Ability to maintain professionalism in attitude and appearance Possess problem-solving capability and ability to think creatively, in a solution-oriented way Must be resourceful and innovative Able to work well independently and use good judgment Ability to work independently with moderate levels of direct supervision over work
Restrictions	<ul style="list-style-type: none"> Must be a 2L or 3L law student working toward a Juris Doctor degree Must be able to learn and follow guidelines and policies of The HSUS and APL, and follow directions given by staff Must submit the required paperwork and pass a background check before being assigned
Internship Start Date	Ongoing
Internship Time Commitment	<p>Fall, winter and spring clerkship sessions: Law clerks must be able to commit at least 10 hours per week for a period no shorter than 30 days.</p> <p>Summer clerkship session: Priority consideration is given to law clerks who can commit to 35 hours per week for 12 weeks, however, we can accommodate flexibility.</p>
Internship Scheduling Guidelines	Monday-Friday between the hours of 9:00 AM and 5:00 PM
Tools/Equipment Provided (including Personal Protective Equipment)	Standard office equipment including a computer and access to the Internet
Optional Tools/Equipment	n/a
Supervisor(s)	Director, Animal Protection Litigation

Additional Mentor(s)	Legal Assistant, Animal Protection Litigation
Number of Concurrent Internship Openings	3-5
Additional Information	
Updated	5.15.2013