



## **Paralegal Specialist – Internship** **U.S. Department of Labor, Office of the Solicitor – Seattle, WA**

If you are interested in worker's rights, government enforcement, and/or civil litigation, come join us!

The Office of the Solicitor's (SOL) mission is to meet the legal service demands of the entire Department of Labor to help achieve the Department's mission, which is to promote the welfare of wage earners, job seekers, and retirees, to improve working conditions, to advance opportunities for profitable employment, and to provide and protect work-related benefits and rights. SOL's activities and priorities help promote and protect opportunity for all workers and employers, and help advance the policy priorities of each of our client agencies. See the Solicitor's Office website here: [SOL | U.S. Department of Labor \(dol.gov\)](https://www.dol.gov).

The Seattle, WA Branch Office is part of the San Francisco Regional Office. The SOL Regional Offices have responsibility for the trial of all civil litigation in U.S. District Courts and for administrative proceedings before Administrative Law Judges arising under many federal statutes, including the Fair Labor Standards Act (FLSA), Employee Retirement Income Security Act (ERISA), Occupational Safety and Health Act (OSHA), Mine Safety and Health Act (MSHA), Executive Order 11246, Longshore Harbor Workers Compensation Act (LHWCA), and other federal employment standards, statutes, and Executive Orders. The work of the organization requires continuous contact with United States District Judges, Administrative Law Judges, Clerks of Courts, United States Attorneys, the public, and the media. Learn more about the San Francisco Regional Office here: [San Francisco Regional Office | U.S. Department of Labor \(dol.gov\)](https://www.dol.gov)

Typical duties and responsibilities of paralegal specialists in the Seattle Office include:

- Assist in evaluation, development, and litigation of cases.
- Evaluate the information contained in litigation case file referrals from client DOL agencies.
- Prepare and organize exhibits, case files, correspondence, and records.
- Maintain court calendars and negotiates calendar status with counsel and court personnel.

- Arrange for the issuance of subpoenas, requests for administrative subpoenas, payment of witness and travel fees, taking of depositions, arrangements for court reporters to take depositions, preparation of notices to take depositions, etc.
- Prepare agency responses to discovery, including drafting responses to the production of documents, interrogatories, and requests for admissions. This work includes reviewing the requested discovery action, identifying appropriate objections, gathering documents, and making redactions to those documents consistent with the governmental privileges permitted in federal litigation.
- Determine the need for additional evidence or information in files referred for litigation and develops a plan to obtain that information. Accompany attorneys on trips or travels independently to assist in preparation for trial or assist the trial attorney in presenting the Department of Labor's case. Develop witness testimony; this includes on-site visits or interviews with potential witnesses at or near their places of employment.
- Develop statistical charts, tabulations, and other demonstrative aids for use at trial or in the settlement. Handle evidence and prepares exhibits.

The Seattle office accepts interns on a rolling basis. We are located at the Federal Office Building at 909 First Avenue, Seattle, WA, 98104. Please contact Associate Regional Solicitor Katherine Cameron ([Cameron.Katherine.E@dol.gov](mailto:Cameron.Katherine.E@dol.gov)) or Counsel for Safety and Health Joshua Falk ([Falk.Joshua@dol.gov](mailto:Falk.Joshua@dol.gov)) with questions or to apply.