



## COUNTY OF LOS ANGELES OFFICE OF THE COUNTY COUNSEL

Invites applications for the:

### SUMMER 2024 INTERNSHIP PROGRAM

**COMPENSATION:**

This is an unpaid governmental internship for Summer 2024. Check with your school to see if grant or scholarship opportunities are available.

**DATES:**

May 28, 2024 through August 2, 2024 (10 weeks)

**FILING CLOSES:**

Whenever all positions are filled

**PROGRAM INFORMATION:**

The Office of the County Counsel for the County of Los Angeles is one of the largest public civil law firms in the United States. Additionally, the County of Los Angeles has a responsibility and aspires to become a region where every resident can thrive regardless of the color of their skin and gender.

This summer, the Office is offering flexible remote internship positions, as described more fully below. The following divisions within the Office are currently interviewing candidates for the Program:

In the **Affirmative Litigation and Consumer Protection Division**, interns will work with attorneys on consumer protection-related matters, environmental justice/public nuisance issues and code enforcement cases. The assignments may include advising the Department of Consumer and Business Affairs on wage enforcement matters, drafting and preparing civil rights amicus briefs, attending court hearings as well as conducting legal research and preparing legal memoranda and briefs.

In the **Appeals Division**, interns will work with attorneys representing the Department of Children and Family Services at the appellate level. Interns will have the opportunity to research dependency and appellate issues, read opening briefs, help prepare responsive briefs and other legal memoranda, assist with client communication, attend oral arguments held in the Court of Appeal, and draft summaries of recently published cases.

In the **Board Liaison Division**, interns will conduct legal research and draft memoranda on diverse topics, including federal immigration policy, governmental ethics and conflicts of interest. Interns will review and track pending federal and state legislation of importance to the County. Interns will also have the opportunity to observe board and commission meetings subject to the Ralph M. Brown Act and assist with research and responses to Public Records Act requests.

In the **Dependency Division**, interns will assist trial attorneys representing the Department of Children and Family Services in child abuse and neglect cases. Interns will have the opportunity to attend court hearings, research legal issues, prepare legal memorandum and briefs, and assist with trial preparation and client communication.

In the **General Litigation Division**, interns will assist attorneys representing various County departments in litigation matters, including appellate matters. Interns will have the opportunity to research legal issues, prepare legal memoranda and briefs, attend court hearings and mediation, and argue before the Court of Appeal.

In the **Government Services Division**, interns will assist attorneys in conducting legal research on various areas of government law, including elections, public finance, government contracts and the California Public Records Act. Interns may be called to assist in drafting local ordinances.

In the **Health Services Division**, interns will have the opportunity to observe litigation involving COVID-19 and the actions taken by the Department of Public Health to mitigate the effects of the pandemic, attend hearings to determine if a person should undergo court mandated mental health treatment via the Assisted Outpatient Program, and watch depositions concerning pending County civil suits. In addition, interns will have the opportunity to have an in-depth look at the Coroner's office of Los Angeles; and circumstances permitting, may even be able to take a tour therein. Finally, interns will have the opportunity to conduct legal research, assist in reviewing contractual issues, and respond to California Public Record Act Requests.

In the **Justice & Safety Division**, interns will assist attorneys in conducting legal research, preparing legal memoranda, and will have the opportunity to attend mediations and round-table discussing pending lawsuits. Interns may also be called to assist with settlement agreements and responding to requests pursuant to the California Public Records Act.

In the **Labor and Employment Division**, interns will have the opportunity to attend court hearings, mediations, depositions, and round-tables discussing pending lawsuits against the County involving alleged unlawful employment and labor practices. Interns will have the opportunity to research legal issues and prepare legal memoranda and briefs.

The **Litigation Monitoring Team** routinely reviews and maintains office policies and practices that impact County litigation, and is responsible for updating the office's Litigation Management Handbook. The Team also collaborates with other County Counsel divisions, County Departments, and third-party partners to problem-solve and address issues unique to County litigation. Interns will observe case roundtables across all departments and have the opportunity to discuss the roundtables as a group upon their conclusion.

In the **Peace Officer Records Division**, interns will work with attorneys and paralegals to review and analyze redacted peace officer records and audio/video recordings to ensure compliance with the California Public Records Act and the County Code. Assignments may also include drafting responses to requests for peace officer records, conducting legal

research, and assisting paralegals in researching and tracking legislation that affects the release of peace officer personnel records.

In the **Probate Division**, interns will assist attorneys on a breadth of probate-related matters involving conservatorships for the Public Guardian and decedent estates for the Public Administrator, including matters involving personal property, elder abuse, self-neglect, homelessness, mental illness, heirship determinations, civil litigation, and discovery. Interns will have the opportunity to attend court hearings, research legal issues, prepare legal memoranda and briefs, and assist with trial preparation and client communication.

In the **Property Division**, interns will assist attorneys who advise numerous departments on both advisory and litigation matters involving Land Use, Real Estate, Contracts, Writs of Mandate and the Americans with Disabilities Act. Interns will have the opportunity to attend court hearings, research legal issues, prepare legal memoranda and briefs, and assist with trial preparation and client communication.

In the **Public Works Division**, interns will assist attorneys in a vast array of assignment areas, including construction, storm water quality, water rights and distribution, solid waste and management, traffic and road matters, environmental law, eminent domain, inverse condemnation, and emergency/disaster management. Interns will have the opportunity to research legal issues and prepare legal memoranda and briefs. Interns may be called upon to assist in drafting local ordinances.

In the **Social Services Division**, interns will assist attorneys representing a variety of County departments and entities that administer public benefits and social services, such as the Department of Children and Family Services and the Department of Public Social Services. Interns will have the opportunity to prepare legal opinions, review contracts, and draft and review County ordinances, legislation and agency policies. Additional assignments may include general legal research, drafting memoranda, attending commission and advisory meetings, attending roundtables, participating in depositions and mediations, and work in the warrant unit.

In the **Transportation Division**, interns will assist attorneys who provide legal advice to the Board of Directors and executive management of the Los Angeles County Metropolitan Authority (Metro). The Transportation Division is co-located in the Metro headquarters building and provides day to day advice on a wide range of issues, including, procurement, real estate, civil rights, construction, Brown Act, public records, and environmental law.

In the **Workers' Compensation Division**, the interns will research legal issues, assist with drafting memoranda and communication with the third party administrator and opposing counsel. Additionally, the interns will assist with hearing preparation, and attend hearings and depositions with supervising attorneys.

#### **INCLUSION, DIVERSITY, EQUITY AND ANTIRACISM (IDEA):**

The Office of County Counsel is committed to inclusion, diversity, equity and antiracism (IDEA) and we believe that these principles are necessary to build a culture of belonging for all employees, volunteers and summer interns. Our commitment is to deliberately and

intentionally advance IDEA and through these efforts better serve the County of Los Angeles.

### **LA COUNTYWIDE GUIDING EQUITY PRINCIPLES:**

The Board of Supervisors approved principles that helps County departments weigh considerations and ensure that program, policy, and funding decisions align with the Board's anti-racism agenda. To learn more about the equity principles, please visit <https://ceo.lacounty.gov/racial-equity-strategic-plan/#countywide-guiding-equity-principles>.

### **APPLICATION INFORMATION:**

Applications must include a resume, a cover letter, and writing sample that is no longer than 10 pages. The cover letter should indicate the following: the applicant's interests, any relevant experience, the division(s) within the Office the applicant is applying for, and a statement describing how the applicant's experience and/or participating in the Internship Program will contribute to The Office of County Counsel's commitment to inclusion, diversity, equity, and antiracism (IDEA), as described above.

**CONTACT INFORMATION:** Please submit required documents via email to:  
[InternProgram@counsel.lacounty.gov](mailto:InternProgram@counsel.lacounty.gov)

**All internships are unpaid.** Accordingly, interns must secure their own financing for the summer. Please check with your respective law school to determine if you are eligible for grants, scholarships, and/or law school credit.

**DESIRED CLASS LEVEL(S):** The summer internship program is open to first, second and third- year law students.

### **ADDITIONAL INFORMATION:**

The interns will participate in the summer internship program remotely from their respective locations. The Office will accommodate interns who are interested in participating in the internship program in-person. Second-year and third-year law students who have satisfactorily completed a course in Evidence are eligible to obtain "certification" through the State Bar and make court appearances, take depositions, and participate in active litigation under the close supervision of County Counsel attorneys in applicable programs. Certification for each intern is subject to approval by the State Bar. Interns are responsible for applying to the State Bar for the Certification and paying for the Certification.

At this time, we anticipate that all court appearances, depositions, and meetings will be virtual, however, this may change if circumstances allow it.