



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Indiana State Police		BU: 00100
Division: Legal Office	Section/District:	
Job Title: Legal Office Intern		Job Code: N/A
Working Title (if different from above):		
Reports To: Chief Counsel		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

To serve as an unpaid Summer Intern with the Indiana State Police whose primary responsibility is to provide assistance to the Chief Counsel and other legal staff.

Essential Duties/Responsibilities:

- Work directly under the supervision of the Chief Counsel.
- Sign a non-disclosure agreement concerning criminal history and criminal intelligence information that the intern may be exposed to.
- Conduct basic entry level research concerning legal issues.
- Assist in a liaison position between the Legal Office, Asset Forfeiture Office, Legislative Affairs and the Indiana Fusion Center.
- Prepare and submit various written reports as directed by the Chief Counsel.
- Assist on new training and written publications for State Police civilian and enforcement personnel.
- Assist the Legislative Liaison with issues arising out of the summer study committees in the Indiana Legislature.
- Attend various meetings and functions while representing the Legal Office.
- Respond to inquiries from various Department personnel
- Conduct statistical analysis concerning litigation and forfeiture records.
- Draft basic discovery responses for the review of the Chief Counsel

Job Requirements:

- Must have completed at least one full year of undergraduate education.
- Must possess a valid Indiana driver's license.
- Must have an interest in and respect for Law Enforcement.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain a high level of confidentiality due to the sensitive nature of many assignments.

Supervisory Responsibilities/Direct Reports:

None

Difficulty of Work:

Work is performed in an office environment.

Responsibility:

Personal Work Relationships:

Work with Legal Staff and other Department personnel as required.

Physical Effort:

Minimal

Working Conditions:

Work is performed in an office environment.