

Legal Intern
Connecticut Office of the Secretary of the State

The Connecticut Office of the Secretary of the State is seeking a **Legal Intern** to work with our Legislation and Elections Administration Division (LEAD). As part of the wide range of services the Office of the Secretary of the State provides for the people and businesses of Connecticut, LEAD administers, interprets, and implements all state and federal laws pertaining to elections, primaries, nominating procedures, and the acquisition and exercise of voting rights.

This unpaid internship is conducted out of the Executive Offices in the State Office Building in Hartford and supervised by the Director of Elections and Staff Attorneys. Students have the option to receive credit for the internship by consulting with their advisors and internship directors.

Intern Responsibilities:

- Conduct legal research to assist in the implementation of new legislation.
- Draft written materials and legal memoranda as requested by Elections Director and Staff Attorneys.
- Participate in departmental discussions to develop an implementation plan for legislative changes.
- Other duties as assigned

Intern Qualifications/Skills:

- Proficiency in Microsoft Office Suite
- Excellent written and oral communication skills
- Self-motivated, adaptable, and eager to learn in a fast-paced environment
- Willing to work on a variety of projects to support LEAD's work
- Understanding of professional office setting

Internship requirements:

- Be enrolled in law school
- Willing to work a minimum of 12 hours per week
- Hybrid schedule may be available for exceptional candidates who are unable to fulfill all hours in the office

Learning Objectives:

- Improve skills, particularly in the areas of written communication and research
- Increase understanding of legal and legislative issues in the context of the work of the Office of the Secretary of the State
- Develop interpersonal skills by interacting with internal teams

- Learn about the functions and services of the Connecticut state government

Interns are encouraged to take advantage of the many educational experiences occurring around the Capitol campus and in downtown Hartford.

To Apply:

Please download and complete the Internship Application, located here:

<https://portal.ct.gov/SOTS/Education/Internships/Internship-Opportunities>. Email the following to sots.internships@ct.gov:

- Completed Internship Application
- Resume
- Cover letter describing why you are interested in the position and highlighting relevant skills
- Writing sample (can include past essays or other written projects – you do not need to create a new writing sample for this application)

The Office of the Secretary of the State is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status. Women, people of color, and other members of traditionally underrepresented communities are strongly encouraged to apply.