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## CRIMINAL LAW INTERNSHIP PROGRAM

### POSITION DESCRIPTION

**POSITION TITLE:** Investigative Intern

**DIVISION/OFFICE:** Investigations Division

#### I. INTRODUCTION

The **Criminal Law Internship Program (CLIP)** at the Public Defender Service for the District of Columbia (PDS) provides undergraduate and graduate students with the fundamental investigative techniques and the relevant criminal law knowledge needed to assist Staff Attorneys. The Internship kicks-off with an intensive weeklong training session that orients interns to PDS and the city. In the second week, Investigative Interns are partnered together, assigned to one or more Staff Attorneys and are responsible for all investigative aspects of their attorneys' cases. Investigative Interns will be assigned to Staff Attorneys in the Trial Division, but some also investigate for the Parole Division, Community Defender Division and Special Litigation Division. Regardless of the division, Interns should expect to work zealously for their clients!

#### II. ESSENTIAL FUNCTIONS (Major Duties and Responsibilities)

**To perform this job successfully, an intern must be able to perform each essential duty satisfactorily. The requirements listed will be representative of the knowledge, skills, education, training, experience and/or ability required. Persons with disabilities must be able to perform these duties with or without reasonable accommodation(s).**

- Locate and interview witnesses, interview clients, and take detailed witness statements.
  - Under Defense Team supervision and/or with Intern Partner accompanying.
- Perform extensive criminal background checks, with the use and assistance of resources provided by PDS.
- Serve subpoenas, testify in court, and visit clients in the jail.
- Photograph, measure and diagram crime scenes, as well as prepare courtroom exhibits.
- Write reports regarding investigative tasks; assist with case development and generally assist the assigned attorney(s) in and out of the courtroom.

Investigative Interns will be given some clerical duties, but the majority of their work is performed out in the community.

**III. AMERICAN DISABILITIES ACT (ADA) REQUIREMENTS:**  
**Rare (30%), Occasionally (60%), Frequently (90%), Constantly (100%)**

In addition to the essential functions listed above, this position also requires the intern to be able to do the following:

- Constantly communicate fluently in oral and written English;
- Constantly communicate effectively with PDS staff and outside parties over multiple modalities such as phone, e-mail, video conferencing, facsimile, etc.;
- Constantly operates a computer and other office equipment which may require repetitive movements;
- Frequently creates hand written statements from witnesses and other key stakeholders;
- Frequently navigates multiple programs both on the PDS network (such as e-mail, calendar, etc.) as well as shared programs with outside networks;
- Frequently researches, views, reads, and comprehends laws, regulations, policies, correspondence, etc. and exchange accurate information with defense attorneys, social workers and other stakeholders;
- Frequently navigates office environment to access file cabinets, drawers, office equipment and machinery, etc.;
- Frequently performs sedentary office work;
- Frequently travels by walking, climbing stairs, utilizing public transportation, and/or driving to different sites such as courts, jails, and hospitals to meet with or represent clients, client family members, witnesses, etc.;
- Frequently writes notes when interviewing clients, client family members, witnesses.
- Rarely lifts weights up to 30 pounds (i.e. files, boxes, etc.)

For applicants with disabilities, this organization provides reasonable accommodations which will be decided on a case-by-case basis. To request a reasonable accommodation for any part of the application or interview process, please contact our HR Department at [hr@pdsdc.org](mailto:hr@pdsdc.org).

**PDS is Equal Opportunity Employer and E-Verify Participating Agency**